Bulletin

of

CHARLOTTE COLLEGE CENTER

a Co-educational Institution Offering
First and Second Year College Courses

CITY OF CHARLOTTE MECKLENBURG COUNTY NORTH CAROLINA
1775

Catalogue Issue

1947-1948 [illegible]

Charlotte, North Carolina

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UNIVERSITY OF NORTH CAROLINA
AT CHARLOTTE

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Sponsored by
The North Carolina College Conference
The State Department of Public Instruction

Administered by
Directorate of Extension
Greater University of North Carolina

Central High School Building
1141 Elizabeth Avenue
Charlotte 4, North Carolina
Phone: 4-9618

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CALENDAR OF EVENTS

1947

Fall Quarter

September 19	Placement Tests
September 22-23	Registration
September 24	Convocation First day of classes
October 17	Holiday-South Piedmont Teachers Meeting.
November 12	Holiday for Football Game. CCUNC vs. Appalachian State Teachers College
November 27-30	Thanksgiving Recess.
December 15	Last day of classes.
December 16-19	Final examinations.
December 20	Christmas Vacation begins

1948

Winter Quarter

January 3	Registration of new Students.
January 5	First day of classes.
March 12	Last day of classes.
March 15-18	Final examinations

1948

Spring Quarter

March 18	Registration of new Students
March 19	First day of classes.
March 26-29	Easter recess.
May 31	Last day of classes.
June 1-4	Final examinations.

ADMINISTRATIVE OFFICERS

THE UNIVERSITY OF NORTH CAROLINA

Frank P. Graham, President

William D. Carmichael, Jr., Controller

John W. Harrelson, Chancellor
of the State College of Agriculture and Engineering at Raleigh and Vice-President of the University of North Carolina

Robert B. House, Chancellor
of the University in Chapel Hill and Vice-President of the University of North Carolina

Walter C. Jackson, Chancellor
of the Woman's College at Greensboro and Vice-President of the University of North Carolina

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Russell M. Gruman, Chairman; Director, University Extension Division, Chapel Hill, North Carolina

Charles W. Phillips, Director, Extension Division The Woman's College, Greensboro, North Carolina

Edward W. Ruggles, Director, College Extension Division, State College, Raleigh, North Carolina

DIRECTORS

Charles E. McIntosh, Assistant Director
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Box 1050, Chapel Hill, North Carolina (Office, Swain Hall; Telephone, 7891)

Bonnie E. Cone, Director of Charlotte College Center
1141 Elizabeth Avenue
Charlotte, North Carolina
(Office, Central High School)
Telephone, 4-9618

STATE ADVISORY COMMITTEE

(Members of the Steering Committee of the Governor's Committee on Veterans' Education)

James E. Hillman, Secretary-Treasurer of North Carolina College Conference; State Department of Public Instruction; **Chairman**

Clyde A. Milner, President Guilford College

J. Henry Highsmith, State Department of Public Instruction

W. C. Pressly, President, Peace College

Russell M. Grumman, Chairman, The Directorate of Extension University of North Carolina, **Secretary**

Dr. P. L. Elliott, President Gardner-Webb College

Dr. Lewis C. LaMotte, President Presbyterian Junior College

CHARLOTTE ADVISORY COMMITTEE

Mr. Murray Atkins, Chairman School Commissioners

Mr. P. H. Batte, Charlotte Observer

Mr. Herbert H. Baxter, Mayor, City of Charlotte

Mr. Henry Belk, Jr., Merchant

Mr. George H. Everett, Manager, North Carolina Employment Service

Mrs. James B. Ficklen, American Association of University Women

Mrs. Clinton Galphin, Charity League

Dr. E. H. Garinger, Associate Superintendent City Schools

Mr. James H. Glenn, School Commissioner

Mrs. E. B. Graham, Housewife

Mr. James H. Harris, Insurance

Mr. James Hawkins, Principal Harding High School

Mr. D. E. Henderson, United States District Attorney

Mr. Clarence O. Kuester, Charlotte Chamber of Commerce

Mr. S. Y. McAden, County Commissioner
Miss Charlotte Mobley, President Altrusa Club
Mr. Paul E. Murphey, Veterans Administration
Mr. R. C. Nixon, United States Rubber Company
Mr. John Otts, Principal Central High School
Dr. Paul Sanger, Physician
Mr. Forest T. Selby, Principal Technical High School
Mrs. J. Z. Watkins, President Charlotte P. T. A.
Mr. Chester Whelchel, Junior Chamber of Commerce
Mr. J. W. Wilson, Superintendent Mecklenburg County Schools
Mr. Dick Young, Charlotte News

FACULTY

CHARLOTTE COLLEGE CENTER

MARTHA AKERS
A. B., Randolph-Macon Woman's College.
Instructor in Spanish

ROSANNAH G. BLAIR,
A. B. Dickinson College; B. S. in L. S., Columbia University
School of Library Service
Librarian.

PERNETTE ADAMS CARTER
A. B., Agnes Scott
Instructor in French

BONNIE E. CONE,
B. S., Coker; A. M., Duke University
Instructor in Mathematics

Mary GRAY DAVIS
A. B., Winthrop
Instructor in Mathematics

MARY P. DENNY
A. B., Salem; A. M. Duke University
Instructor in English

JESSE WALLACE DRAKE
A. B., Alamaba Polytechnic; M. S., Alabama Polytechnic
Instructor in Physics

FRANK ELLER
A. B., Catawba College
Instructor in Chemistry

RICHARD FERGUSON
B. S. in M. E., Virginia Polytechnic Institute
Instructor in Engineering Drawing

MARY FORE
A. B., Winthrop College; A. M., Columbia University
Instructor in English

SARA L. FOSTER
A. B., Winthrop; M. A., Columbia University
Instructor in Spanish

MARION L. FRASER
A. B., Winthrop; M. A., University South Carolina
Instructor in English

EDWARD S. HAMILTON
B. S., University North Carolina
Instructor in Economics

ALBERT D. HARMON
B. S. Aero Engineering, North Carolina State College
Instructor in Engineering Drawing

HERBERT HECHENBLEIKNER
A. B., University of North Carolina; M. A., Harvard University
Ph. D., Harvard University
Instructor in Botany

JANE HINSON
A. B., Eastern Carolina Teachers College; B. S. in L. S., Peabody

ROY E. HOKE
Librarian
A. B., and A. M., Franklin and Marshall; Ph. D., Johns Hopkins University
Instructor in Psychology

JOHN HOLLIDAY
A. B., Hamline University; M. A., University of Minnesota
Instructor in Music

JACK HORNER
A. B., University of Tennessee; M. Ed., Duke University
Instructor in English

FRANCES B. HOYLE
A. B., Woman's College, University of North Carolina
Instructor in Spanish

HUGHES B. HOYLE, JR.
A. B., University of North Carolina; M. A., University of North Carolina
Instructor in Mathematics

DAVID H. JACKSON
B. S., Virginia Polytechnic Institute
Instructor in Mathematics

ELEANOR JENKINS
A. B., Queens College; A. M., University of North Carolina
Instructor in Mathematics

OMA LAFFERTY
A. B., Tulane University; M. A. University of Chicago
Instructor in Social Science

MYRTIS J. MACKEY
A. B. Coker College
Instructor in Mathematics

LESLIE OUTTERSON
B. S. Ed., Boston University; M. Ed., Penn State College
Instructor in Social Science

LILLIAN L. PARKS
A. B., Winthrop College; M. A., University of North Carolina
Instructor in English

HERBERT PHILPOTT
A. B., University of North Carolina
Instructor in Dramatics

MORELLA POLK
A. B., Winthrop College; M. A., Duke University
Instructor in English

LUCILLE PUETTE
A. B., Randolph Macon; A. M., Duke University
Instructor in Chemistry

ELIZABETH RANEY
A. B., University of North Carolina
Instructor in French

CHARLES W. ROBERTSON
B. S., Southwestern University; M. S. and Ph. D., New York University
Instructor in Botany

CLAUDE A. SEAWRIGHT
B. S. Clemson
Instructor in English

CATHERINE SMART
A. B., Sweet Briar College
Instructor in History

KATHERINE E. TIGHE
A. B. Woman's College, University of North Carolina;
A. M. Columbia University

MARK F. TINKHAM
A. B., University of North Carolina
Instructor in Physics

FLORA MAE WATSON
A. B., Winthrop College
Instructor in Mathematics

THOMAS W. WILSON
B. S. in M. E., North Carolina State College

EDYTH F. WINNINGHAM
A. B., University North Dakota; A. M. University of North Carolina
Instructor in Political Science, Social Science

MARION WOODS
Instructor in Atheletics

GENERAL INFORMATION

HISTORY

In the summer of 1946 when North Carolina Colleges were confronted with a prospective unprecedented increase in enrollment, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in those cities and towns where the local Board of Education or other educational agency desired to assist in instituting such a program. Twelve such centers were set up in various parts of the state with a total enrollment of over one thousand students.

In July, 1947, Dr. E. H. Garinger, Associate Superintendent of the Charlotte City Schools, met with members of the Steering Committee and requested that the Charlotte College Center be given permission to offer both first and second-year college work, for it was evident that many students would otherwise be deprived of further college training. This permission was granted; and in November 1947 upon the recommendation of Mr. Russell M. Grumman, Chairman of the Directorate of Extension, the North Carolina College Conference approved the inclusion of second-year courses.

Enrollment

A total of 1,238 different students were enrolled in College Centers in the 1946-1947 term. The enrollment in the Charlotte Center has been as follows.

Fall Quarter 1946	278	Spring Quarter 1947	255
Winter Quarter 1947	287	Fall Quarter 1947	304

The enrollment during the fall quarter of 1947 included 161 non-veterans and 143 veterans

Conduct

the administration ~~empowered~~ with.

"~~By order of the Board of Trustees the Faculty is~~ authority ~~directed~~ to discipline or dismiss from the ~~University~~ College any student who is known to engage in drinking intoxicating liquors, gambling, hazing in any form, or to be guilty of dissolute conduct. Students persistently neglectful of duty, or addicted to boisterous conduct or rowdyism may be required to leave the College ~~University.[1]~~

~~Participation in Student Activities~~

Any student reported during the quarter as deficient in a majority of his classes may be prohibited from participating in any dramatic, musical, debating, oratorical, or similar event, or any other leading activity until such deficiency is made good.

Expenses

The tuition fee is ~~four~~ dollars ($4.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty dollars per course or ~~sixty~~ dollars for the quarter.

A registration fee of five dollars ($5.00) will be charged each quarter. Students who enroll for a course in laboratory science will be charged a laboratory fee of five dollars ($5.00) per quarter. Some other courses may require a nominal fee for special materials.

Textbooks will be sold at the College ~~Center~~ office at established prices plus the North Carolina sales tax. Veterans' expenses, including tuition, registration fees, laboratory fees, textbooks and supplies, will be paid by the Veterans Administration directly to the ~~University of North Carolina~~ Charlotte College. A Certificate of Eligibility must be presented by the veteran at the time of registration. The Charlotte office of the Veterans Administration is located at 127 West Seventh Street.

Requirements for Admission

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from

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~~[1] Extract from University of North Carolina Catalog.~~

the College ~~Center~~ office; and (2) a satisfactory statement of high or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high or preparatory course, or its equivalent, which ordinarily means graduation; (2) fifteen acceptable units, including the minimum requirements outlined in the [illegible] below; and (3) that the applicant has attained the certifying average of the school last attended.

The fifteen-unit minimum offered for admission should include the following required distribution:

English (four years)	4 units
Algebra (one and one-half years)	1½ units
Plane Geometry (one Year)	1 unit
Foreign Language (two years in one language)	2 units
Social Science (one year, preferably U. S. History)	1 unit
Natural Science (one year with laboratory)	1 unit
Electives	4½ units

A student may enter with deficiencies in foreign language and mathematics, but he must remove these deficiencies by taking prescribed courses without college credit. If there is a deficiency in plane geometry, it should be taken either in the high school or some other local educational institution. Solid geometry is required of all engineering students. If the student has not had it before entering the College ~~Center~~, he may be able to take it as a non-credit college course.

For advanced standing application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

Special Students

If the student is already twenty-one years of age and has not been able to secure the required number of units for admission to a college, he will be allowed to take any college course for which he is prepared.

Permission may be secured to audit a course without receiving college credit.

Schedule of Classes

Classes are scheduled to meet Monday through Friday from four until nine o'clock in the evenings. Each class period is fifty minutes in length. In addition, laboratory sciences, engineering drawing and engineering mathematics have one or more double periods per week.

Registration

Registration for credit for any course is limited to the first five calendar days of a quarter.

Fees

Fees are payable at the time of registration each quarter.

Refund of tuition fees will be based on the number of days of actual attendance from date of enrollment. Registration fees will not be refunded.

Reports

Reports of standing of all students will be sent after the close of each quarter. The reports are based upon the following system of markings:

Grade A, Excellent
Grade B, Good
Grade C, Fair
Grade D, Barely passed
Grade E, Conditioned
Grade F, Failed
Grade I, Work incompleted

Transfer of Credits

Upon request of the student, academic credits earned in the Charlotte College Center will be transferred to any college or university.

Attendance

Regular attendance in all classes is expected of all students. Each student may be allowed two free cuts from each class during the quarter, but after a third absence he may be placed on probation by the director, and any further absences may lead to suspension.

Counselling

The Charlotte College Center provides a limited amount of counselling service for its students. There is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at College Center office.

The counselling and testing services of the Charlotte office of the North Carolina State Employment Service also are available to students. This service includes, upon request, aid in obtaining part-time employment for students needing supplementary income, or job try-outs necessary for determining a college major.

The Newspaper

The **C. C. U. N. C. News**, the school publication of the Charlotte College Center, is a publication to provide information to all persons interested in the college, not only to the students and the teachers, but also to the public.

The duties and purposes of the newspaper are: to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school. A publication committee appointed by the president of the student government works with the staff of the **C. C. U. N. C. News** as an advisor to the staff.

Publication Board

Jimmy Bolton Co-editor
Ed Mann Co-editor
Brandon Davis Sophomore editor
Tommy Calhoun Freshman editor

Public Lectures

A series of lectures of outstanding speakers will be given during the 1947-1948 term.

Dr. Ratchford, professor of Economics at Duke University and a former member of the U. S. Military government Commission on German Reparations, will speak on December 8, 1947. Judge J. J. Parker, Judge of the United States Circuit Court of Appeals, who served as judge during the Nuremberg trials will speak January 28, 1948. Other speakers and dates will be announced later.

Student Government

The student body of the Charlotte College Center is self-governing. The Student Government is comprised of the President, Vice President, Secretary, and Treasurer of the Student Body; the President, Vice President, Secretary, and Treasurer of the Sophomore Class; the President, Vice President, Secretary and Treasurer of the Sophomore Class; the President, Vice President, Secretary and Treasurer of the Freshman Class; and six Student Council Representatives, three from the Freshman Class and three from the Sophomore Class. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the Student Government program, and formulating, with the students' approval, certain school policies. The Charlotte College Center observes and upholds the Honor System.

OFFICERS OF THE STUDENT GOVERNMENT

President of the Student Body	David H. Littlejohn
Vice President	George Stockbridge
Secretary	Jonsie Pyron
Treasurer	David Foreman

OFFICERS OF THE FRESHMAN CLASS

President of the Freshman Class	Conrad Phillips
Vice President	Harvey Ritch
Secretary	Tommy Calhoun
Treasurer	Leon Kendrick

FRESHMAN REPRESENTATIVES TO STUDENT COUNCIL

Philip Burkhalter Fairfax Montague Lawrence Wilson

OFFICERS OF THE SOPHOMORE CLASS

President of the Sophomore Class	Neal Forney
Vice President	Lloyd Overcash
Secretary	Ann Sawyer
Treasurer	Bruce Moody

SOPHOMORE REPRESENTATIVES TO STUDENT COUNCIL

Parks Berryhill Arnold Bivens Bill Hinkel

STANDING COMMITTEES AND MEMBERS

Entertainment Committee: Thomas Moore
Eleanor Smith
Frank Newton
Fred Motley
Harvey Ritch
Tommy Calhoun
Lloyd Overcash
Buddy Ritch

Athletic Committee: Neal Forney
Conrad Phillips
Eleanor Smith

Athletics and Recreation

The program of the Athletic Department of the Charlotte College Center is at present confined to the major sports—football, basketball, baseball, and track. All students are encouraged to participate in some sport that suits their interests and abilities. The lack of facilities and instructional personnel prevents the establishment of a Physical Education Department at present but a program has been arranged to afford participation by as many students as possible.

Plans for a recreation program have been formulated in co-operation with the Student Council and will be put into effect before the end of the Winter Quarter 1948. The program calls for a variety of recreation facilities, including a phonograph, board games, card tables, and snack bar. These facilities will be available fo rthe exclusive use of the college students between classes and during recreational hours.

Music

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

Dramatics

The Dramatic Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomine, acting, lighting, scenery, radio, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the field of dramatic art.

Bulletin Board - p.27 - Baytown, Texas

THE GENERAL COLLEGE COURSE

During his two years at the College Center, a student will follow a General College course unless he is enrolled in pre-engineering courses. The General College course is intended to provide (1) a basic foundation of general learning regarded as essential to intelligent living, (2) an opportunity to discover particular interests and aptitudes, and (3) adequate preparation for further specialized study and training. These studies are, specifically, English composition and literature, mathematics, a foreign language, social science and natural science. The student thus takes courses which are basic to all programs of study. If he knows the field of work in which he plans to continue his training he may choose additional courses to improve his preparation. If he has not definitely decided what his program is to be, he may take the general program leading to a degree in Liberal Arts or Commerce with the assurance that he will have secured the basic preparation necessary for further training in most fields of study.

PROGRAMS OF STUDY

Bachelor of Arts

Freshman Year

Required:
(English 1-2
(Social Science 1-2
(Mathematics 7-8 or R-7X-8
Hygiene 11

Choose one:
(Chemistry 1-2-3
(Geology 1-41-42
(Physics 24-25
(Botany 1—Zoology 1

Choose one:
French 3-4
Spanish 3-4

Sophomore Year

Humanities

Choose four:
English 3, 4, or 6
French 21-22
Spanish 21-22

Social Sciences

Choose two:
Economics 31-32
History 21, 22
Philosophy 41
Political Science 41, 42
Sociology 51-52

Natural Science and Mathematics as follows:

Two courses in Natural Science, or one course in Natural Science and one course in Mathematics. These with the freshman courses in science must include one course in physical science (Chemistry, Physics, Geology, Geography) and at least one course in a biological science (Botany, Zoology, Psychology). Selections may be made from the following courses:

Chemistry 1-2-3
Geology 41-42

Physics 24-25
Mathematics 31, 32, 33

Bachelor of Science in Commerce

Freshman Year

Required:

Botany 1 or Zoology 1,
Geography 38
English 1-2
Social Science 1-2
Mathematics 7-8 or R-7X-8
Hygiene 11

Choose one:

**French 3-4 or 1-2-3-4
**Spanish 3-4 or 1-2-3-4

Sophomore Year

Required:

English 3 and 4 or 6
Economics 31-32
Econ. 41

Choose three:

Commerce 51
Commerce 71
Commerce 66
Political Science 41
French 21-22
Spanish 21-22

Choose one:

Chemistry 1-2-3
Geology 1, 41, 42
Physics 24, 25
Mathematics 31, 32

Program of Study for Pre-Engineering Students

The pre-engineering studies in mathematics and drawing are under the direction of North Carolina State College. The following program of study is required of all freshman engineering students at State College and is prescribed for all pre-engineering students at the College Center:

Freshman Year of All Engineering Curricula

Algebra, Trigonometry, Analytics, Mathematics 101, 2, 3
Composition, English 1-2
General Inorganic Chemistry, Chemistry 1, 2, 3
Engineering Drawing, M. E. 101, 2, 3.

Other Schools of Study

Students interested in working toward a degree in other fields, such as pharmacy, geology, chemistry, physics, medicine, and bacteriology should consult catalogues of the University of North Carolina, which may be secured in the College Center office.

**Commerce students must pass a test of reading knowledge or make a grade of "B" in course 4, or continue with courses 21 and 22.

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

Botany

Botany 1: (5) Freshman elective. This, with Zoology 1, completes the freshman requirement for biology. The structure and functions of plants, their evolution, and a survey of fundamental biological facts and principles illustrated by plants and the relationship of these to man. Four lecture and two laboratory hours a week.

Chemistry

Chemistry 1-2-3: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week, through two quarters.

Commerce

Commerce 51: (5) Prerequisite, Economics 31 or equivalent. Five hours a week.

Commerce 66: (5) General Psychology for Students of Commerce. Five hours a week

Commerce 71: (6) Accounting Principles. Prerequisite or co-requisite Economics 31-32. Four lecture and four laboratory hours a week.

Economics

Economics 31-32: (5 each) General Economics. Five hours a week.

English

English 1: (5) Grammar and Composition. Required of all freshmen except those eligible for English 2. Five hours a week.

English 2: (5) Composition and Rhetoric. Required of all freshmen who have passed English 1 or been exempted from it. Five hours a week.

English 3: (5) Prerequisite, English 2. Substantial readings in Chaucer, Shakespeare, and Milton. Required of all sophomores.

English 4: (5) Prerequisite, English 2 and 3. Substantial readings in major writers of the nineteenth century. Sophomore option.

English 6: (5) American Literature. Prerequisite, English 2 and 3. Substantial readings in Thoreau, Emerson, Poe, Hawthorne, Whitman, and Twain. Sophomore option. This course will not satisfy the American literature requirements for the teacher's certificate, and may not be used by an English major as an elective.

English

French 1-2: (5 each) Elementary French. Five hours a week.

French 3-4: (5 each) Intermediate French. Five hours a week.

French 21-22: 5 each) Advanced French. Five hours a week. Sophomore elective.

Geology

Geology 1: (5) Elements of Geology. Four lecture and two laborato hours a wee

Geology 41: (6) Introduction to Physical Geology. Five lectures and two laboratory hours a week.

Geology 42: (6) Introduction to Historical Geology. Five lectures and two laboratory hours a week.

Geography

Geography 38: (6) Natural Science Credit. Five hours lecture and two laboratory hours a week. Laboratory fee $2.00.

History

History 21-22: (5 each) American History. General Course. Five hours a week. Two quarters.

Social Science 1X-2X: (5 each) Modern World History and Contemporary Problems. Prerequisite to all other courses in History. Five hours a week for two quarters. Freshman requirement.

Mathematics

Math R: (0) Intermediate Algebra. Five hours a week.

Math 7X: (5) College Algebra. Five hours a week.

Math 7: (5) College Algebra. Five hours a week. Functions and their graphs, equations, and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binomial theorem, complex numbers, theory of equations. Five hours a week for one quarter.

Math 8: (5) Plane Trigonometry. Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Five hours a week for one quarter.

Math 101: (4) (State College) Trigonometry for Engineers. Prerequisite: Math 101. Required of freshmen in the School of Engineering. The trigonometric functions, derivation of formulae, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions. Five hours a week.

Math 102-(4)

Math 103: (6) (State College) Analytical Geometry. Prerequisite: Math 102. Required of freshmen in the School of Engineering. Five hours a week.

Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, pola coordinates, transcendental curves, parametric equations, coordinates in space, planes and surfaces.

Mechanical Engineering

M. E. 101, 102, 103: (2 each) State College) Engineering Drawing, Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

Philosophy

Philosophy 41: (5) A Systematic Introduction. Five hours a week.

Physics

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lectures, and two laboratory hours a week through two quarters. Both parts must be completed to receive credit.

Political Science

Political Science 41: (5) Government in the U. S. A sophomore course. Five hours a week. Materials fee $1.00.

Political Science 42: (5) Processes and Problems of Government in the U. S. Prerequisite Political Science 41. Five hours a week. Materials fee $1.00.

Sociology

Sociology 51: (5) Introduction to Sociology. Five hours a week.

Sociology 52: (5) Social Problems. Five hours a week. No prerequisite.

Spanish

Spanish 1-2: (5 each) Elementary Spanish. Five hours a week for two quarters.

Spanish 3-4: (5 each) Intermediate Spanish. Five hours a week for two quarters.

Spanish 21-22. (5 each) Advanced Spanish. Five hours a week for two quarters.

Zoology

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

Charlotte

CITY OF CHARLOTTE MECKLENBURG COUNTY
NORTH CAROLINA
1775

COLLEGE

CATALOG
1949-1950

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

CITY OF CHARLOTTE MECKLENBURG COUNTY
1775
NORTH CAROLINA

CATALOG
1949
1950

CHARLOTTE,
NORTH CAROLINA

Charlotte College meets all standards prescribed by the North Carolina
State Department of Public Instruction for full accreditation

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  Zoology 31

CALENDAR OF EVENTS 1949-1950

FALL QUARTER 1949

September 16	Placement Tests
September 19	Registration
⊕ November 24-27	Thanksgiving Recess
December 13	Last Day of Classes
December 14-16	Final Examinations
December 17	Christmas Vacation

WINTER QUARTER 1950

January 2	Registration of New Students
January 3	First Day of Classes
March 14	Last Day of Classes
March 15-17	Final Examinations

SPRING QUARTER 1950

March 20	Registration of New Students
March 21	First Day of Classes
May 30	Last Day of Classes
May 31-June 2	Final Examinations
June 4-5	Graduation Exercises

⊕ 1st day of classes September 20

ADMINISTRATIVE ROSTER for 1948-1949

BOARD OF SCHOOL COMMISSIONERS

Mr. J. Murrey Atkins, Chairman
Mr. Brock Barkley
Mrs. Francis O. Clarkson
Mr. James H. Glenn
Mr. R. M. Mauldin
Mr. Frank O. Roberts
Dr. Herbert Spaugh

OFFICERS OF ADMINISTRATION

Mr. H. P. Harding	*Superintendent*
Dr. E. H. Garinger	*Associate Superintendent*
Mr. John M. Dunlap	*Business Manager and Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Hazel M. Beck	*Secretary to Director*

FACULTY 1948-1949

Akers, Martha	A.B., Randolph-Macon Woman's College	*Spanish*
Blackwell, Carol	University of South Carolina	*Football*
Blair, Rosannah G.	A.B., Dickinson College; B.S., Columbia University School of Library Science	*Librarian*
Cone, Bonnie E.	B.S., Coker College; A.M., Duke University	*Mathematics*
Denny, Mary R.	A.B., Salem College; A.M., Duke University	*English*
Donaldson, Jerome H.	A.B., Eastern Carolina Teachers College	*Commerce*
Drake, Jesse Wallace	A. B., M.S., Alabama Polytechnic Institute	*Physics*
Eller, Frank	A.B., Catawba College	*Chemistry*
Fore, Mary S.	A.B., Winthrop College; A.M., Columbia University	*English*
Fraser, Marion L.	A.B., Winthrop College; A.M., University of South Carolina	*English*

Harwood, Frank .... *Commerce and Economics*
B.S., St. Louis University

Hechenbleikner, Herbert .... *Botany, Zoology, Geography, and Geology*
A. B., University of North Carolina; A.M., Ph.D., Harvard University

Hoke, Roy E. .... *Psychology and Philosophy*
A.B., M.A., Franklin & Marshall; Ph.D., Johns Hopkins University

Hoyle, Frances B. .... *Spanish*
A.B., Woman's College, University of North Carolina

Hoyle, Hughes B. Jr. .... *Mathematics*
A.B., A.M., University of North Carolina

Jackson, David H. .... *Mathematics*
B.S., Virginia Polytechnic Institute

Jenkins, Eleanor .... *Mathematics*
A.B., Queens College; A.M., University of North Carolina

Lafferty, Oma .... *Social Science*
A.B., Tulane University; A.M., University of Chicago

McCachren, George .... *Basketball*
University of North Carolina

Raney, Elizabeth .... *French*
A.B., University of North Carolina

Robertson, Charles W. .... *Botany*
B.S., Southewestern University; M.S., Ph.D., New York University

Tinkham, Mark F. .... *Physics*
A.B., University of North Carolina

Watson, Flora Mae .... *Mathematics*
A.B., Winthrop College

Wilson, James C. .... *Engineering Drawing*
B.S. Mechanical Engineering, University of Tennessee

Winningham, Edyth F. .... *Social Science and Political Science*
A.B., University of North Dakota; A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses in business and technical education.
3. Further education for employed adults who desire to increase occupational competency or personal growth through organized study. The college offers courses in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined. As a result of the insistent demand from the students, the Charlotte College Center operated a summer quarter in 1948.

Because the North Carolina College Conference felt that the emergency in education would be over after the current year, the Conference voted in November 1948 to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances will be provided from funds other than taxes. Only in the event of insufficient revenue from the above sources does the measure authorize a special election to provide a tax of not more than five cents on the $100.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With an estimated population of 140,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less than a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

VETERANS EDUCATION

For the past three years the Charlotte College Center has trained veterans under the G.I. Bill. The Charlotte College expects to continue this program upon the approval of the State Department of Public Instruction. Veterans seeking training under the provision of Public Law 16 (Federal Educational Rehabilitation Program) and Public Law 346 (Servicemen's Readjustment Act) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter the Charlotte College should do the following:

1. File at the college office the following:
    - (a) Application for admission completely filled out.
    - (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to the Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

The expenses for tuition, fees, books, and other necessary incidental supplies will be covered by the G.I. Bill of Rights. However, the veteran will be required to pay cash for tuition and books in the event that the Certificate of Eligibility and Entitlement is not in hand at the time of registration. After the certificate is presented to the Charlotte College a refund check will be issued to the veteran in accordance with the regulation of the Veterans Adminstration.

A veteran attending the Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 10,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encourged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 100 volumes of its own and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In addition to counseling by individual subject instructor, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention will be given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 505½ West Trade Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from the Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) fifteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the fifteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina the fifteen-unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	6 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

SPECIAL STUDENTS

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until nine o'clock in the evening. Each class period is fifty minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

TUITION

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

REGISTRATION

A registration fee of five dollars ($5.00) will be charged each quarter.

LABORATORY FEES

Students who enroll for a course in laboratory science will be charged a laboratory fee of five dollars ($5.00) per quarter.

STUDENT ACTIVITY FEE

A student activity fee of three dollars ($3.00) a quarter plus federal tax, is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper.

PAYMENT OF FEES

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the Charlotte College.

REFUNDS

In case of withdrawal during the quarter the following refund schedule applies:

Period of Actual Attendance Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student may be allowed two free cuts from each class during the quarter, but after a third absence he may be placed on probation by the director, and any further absence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies and a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit in the Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at the Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or three hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A Excellent—3 quality points per quarter hour credit
B Good—2 quality points per quarter hour credit
C Fair—1 quality point per quarter hour credit
D Barely passed—0 quality points per quarter hour credit
F Failed—0 quality points per quarter hour credit

I Work incomplete–0 quality points per quarter hour credit
W Official withdrawal from the course–0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be sent after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

Upon request of the student, academic credits earned in the Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

Graduation requirements vary according to the occupational field the student has selected. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, secretary, and treasurer of the sophomore class; the president, vice-president, secretary, and treasurer of the freshman class; and four Student Council Representatives, two from the freshman class and two from the sophomore class. The function of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program and formulating, with the students' approval, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to football, basketball, and baseball. All students are encourged to participate in the sport that suits their interest and abilities.

Plans for expansion of the recreational program of the college are being formulated.

MUSIC

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

DRAMATICS

The Dramatics Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomime, acting, lighting, scenery, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the fields of dramatic art.

NEWSPAPER

To provide information for all persons interested in the Charlotte College, the students are planning a newspaper to take the place of the C.-C. U. N. C. News, the publication of the Charlotte College Center.

The duties and purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at the Charlotte College. Those in the second category are intended for students who do not plan to enter the university but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsiblity for selecting the proper courses must rest with the student.

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1-Zoology 1	10
Choose one:	
*French 3-4	
*Spanish 3-4	10
	50

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*Students placed in foreign language course number 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose two:	
Economics 31-32	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Sociology 51-52	20

** *Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10
	50

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

COMMERCE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4	
*Spanish 3-4	10
	51

*Commerce students must pass a test of reading knowledge, or make a grade of "B" in course 4, or continue with courses 21-22.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Economics 41	5
Choose Three:	
Commerce 51	
Psychology 1	
Commerce 71	
Political Science 41	15
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10
	50

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) take the regular liberal arts course.

(2) take the regular commerce course.

PRE - MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
*French 3-4	10
	55

*Students placed in French 1 may meet the requirement with course 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
French 21-22	10
Chemistry 41-42	12
Botany 41	6
Physics 24-25	12
	50

ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	15
Engineering Drawing, M.E. 101-102-103	6
	55

SECOND YEAR

English 3-4 or 6 or 8	10
Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Economics 31-32	10
	46

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Accounting 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10
	45

SECOND YEAR

English 3-4 or 5-6	10
Accounting 21-22	10
Economics 31-32	10
Political Science 41	5
Commerce 51	5
Elective	10
	50

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Accounting 1	5
	45

SECOND YEAR

Business English 21-22	10
Shorthand 21-22	10
Typewriting 21-22	10
Accounting 21-22	10
Office Machines 21	5
Office Practice 22	5
	50

†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

HOMEMAKING (Terminal)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Zoology 1	5
Homemaking 1-2	10
Homemaking 3-4	10
Homemaking 5	5
	50

SECOND YEAR

English 3-4 or 5-6	10
Psychology 1	5
Homemaking 21	5
Sociology 53	5
Homemaking 22	5
Homemaking 23	5
Homemaking 24	5
Homemaking 25	5
	45

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics of Marketing 1	5
Retail Merchandising 1	5
Business Mathematics 1	5
Selling 1	5
Psychology 1	5
Advertising 1	5
Business Law 1	5
Elective (Typewriting required for students not proficient)	5
	50

SECOND YEAR

English 9	5
Economics 31-32	10
Personnel Management 21	5
Marketing Problems 21	5
Advertising Copy and Layout 21	5
Business English 21-22	10
Merchandise Information 21	5
Advanced Selling 21	5
	50

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
Engineering Drawing, M. E. 101-102-103	6
	46

SECOND YEAR

Business English 21-22	10
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	6
Machine Shop 21	6
Psychology 1	5
	49

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season, aspects of plants and their relation to the human race is stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Accounting 1: (5) An introductory course in the field of accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Accounting 21-22: (5 each) Prerequisite: Accounting 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business English 21-22: (5 each) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proof reading, and corrections.

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at forty-five words per minute with a minimum of errors.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

COMMERCE

Commerce 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent. Five hours a week.

Commerce 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

ECONOMICS

Economics 31-32: (5 each) General Economics. Five hours a week.

Economics 41: (5) Resources and Industries. Five hours a week.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rehetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

FRENCH

French 1-2: (5 each) Elementary French. Five hours a week.

French 3-4: (5 each) Intermediate French. Five hours a week.

French 21-22: (5 each) Advanced French. Five hours a week.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him is stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HOMEMAKING

Homemaking 1: (5) Foods. Family meals are prepared and served as a basis for the study of foods. Fundamental cookery processes and the value of skills and technique in relation to scientific aspects of cooking are considered. Recipes are analyzed, standards for products are studied, and some experience in marketing is provided.

Homemaking 2: (5) Foods. Prerequisite: Homemaking 1. The course is concerned with the more advanced study of planning, buying, preparing, and serving family meals. Fundamental principles of cookery and the value of skills and techniques in meal management are emphasized. Menus are planned and recipes analyzed in relation to the food needs of the family.

Homemaking 3: (5) Clothing Construction. The clothing needs of the various members of the family are studied. A study is made of commercial patterns as they are used in family sewing. Textile study of the usual materials in family sewing is carried on. Actual construction of garments is a part of the course.

Homemaking 4: (5) Clothing Construction. Prerequisite: Homemaking 3. Commercial patterns are studied and simple clothing details for original effects are designed. Two or more garments, including one made-over garment, are constructed with emphasis on general appearance and construction details.

Homemaking 5: (5) Household Economics. In this course there will be a study of budgets, household accounts, insurance and savings plans, inventories, and home files.

Homemaking 21: (5) Interior Decoration. Principles of design as applied to planning interior decoration in homes are studied. A study is made of present-day trends in material and furniture. Elevations and perspectives of interiors in black and white or color are made for different kinds of rooms in a variety of homes. Opportunity is given for special problems in planning.

Homemaking 22: (5) Tailoring. Prerequisites: Two years' credit in high school clothing or Homemaking 3-4. Problems in fitting, construction, and finishing of tailored garments with emphasis on the relation between design and fabric choices.

Homemaking 23: (5) Child Care. Pre-natal, infant, and child care are studied with special emphasis placed on applied child psychology in relation to problems of child training.

Homemaking 24: (5) Home Nursing. One aim of this course is the preservation of health through understanding the relationship between health and habits of cleanliness and the principles of prevention and control of disease. Training is given in the care of the sick under home conditions and according to the directions of a physician. Normal problems of the home such as care of a baby, of a growing child, and of the aged are considered.

Homemaking 25: (5) Landscape and Garden Planning. A study is made of shrubs and plants and how they may be used to achieve unity of house and grounds through planned planting. Experiences in various methods of propagation are provided and plans are made for vegetable and flower gardens under various soil and climatic conditions. Visits are made to gardens and practical experiences in landscape and garden planning are provided.

MATHEMATICS

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Five hours a week. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations. Five hours a week for one quarter.

Mathematics 8: (5) Plane Trigonometry. Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Five hours a week for one quarter.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binomial theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental pranciples of the calculus, including the formulas for differentiation and for integration of polynomial functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MERCHANDISING

Advanced Selling 21: (5) Selection and training of salesmen, sales planning, territory assignments, organization of prospecting systems, preparation of sales manuals and other sales aids, applied market analysis, pricing with relation to product development.

Advertising 1: (5) Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Advertising Copy and Layout 21: (5) Advertising. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Law 1: (5) Essentials of the law of contracts, with related subjects.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

Economics of Marketing 1:(5) A study of the distributions of commodities, from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middlemen), channels of distribution, buying motives, cost of distribution.

Marketing Problems 21: (5) Executive aspect of marketing, including the problems of sales, store, and advertising management.

Personnel Management 21: (5) This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Merchandise Information 21: (5) Instruction in textiles and non-textiles. Application of information to consumers and salesperson's needs.

Retail Merchandising 1: (5) This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Selling 1: (5) Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formation of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters. Both parts must be completed to receive credit.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1: (5) General Psychology. This introductory course is the basis for all other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the eighteenth and nineteenth centuries.

Social Science 2: (5) A study of contemporary civilization since the beginning of the twentieth century.

History 21: (5) History of the United States before 1865.
History 22: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized:

comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2: (5 each) Elementary Spanish. Five hours a week for two quarters.

Spanish 3-4: (5 each) Intermediate Spanish. Five hours a week for two quarters.

Spanish 21-22: (5 each) Advanced Spanish. Five hours a week for two quarters.

TECHNICAL TRAINING

Electricity 21: (6) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (6) Practice on bench metal work, general machine shop practice including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

CHARLOTTE COLLEGE

Preliminary Announcements for Session

1949 - 1950

Charlotte, North Carolina

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CALENDER OF EVENTS 1949-1950

FALL QUARTER 1949

September 16	Placement Tests
⊕ September 19	Registration
November 24-27	Thanksgiving Recess
December 13	Last Day of Classes
December 14-16	Final Examinations
December 17	Christmas Vacation Begins

WINTER QUARTER 1950

January 2	Registration of New Students
January 3	First Day of Classes
March 14	Last Day of Classes
March 15-17	Final Examinations

SPRING QUARTER 1950

March 20	Registration of New Students
March 21	First Day of Classes
May 30	Last Day of Classes
May 31-June 2	Final Examinations
June 4-5	Graduation Exercises

September 20 first day of classes

ADMINISTRATIVE ROSTER for 1948-1949

BOARD OF SCHOOL COMMISSIONERS

Mr. J. Murrey Atkins, Chairman
Mr. Brock Barkley
Mrs. Francis O. Clarkson
Mr. James H. Glenn
Mr. R.M. Mauldin
Mr. Frank O. Roberts
Dr. Herbert Spaugh

OFFICERS OF ADMINISTRATION

Mr. H.P. Harding	Superintendent
Dr. E.H. Garinger	Associate Superintendent
Mr. John M. Dunlap	Business Manager & Treas.
Miss Bonnie E. Cone	Director
Miss Hazel M. Beck	Secretary to Director

FACULTY 1948-1949

Akers, Martha..................................Spanish
A.B., Randolph-Macon Woman's College
Blackwell, Carol...............................Football
University of South Carolina
Blair, Rosannah G..............................Librarian
A.B. Dickinson College;B.S.,Columbia University
School of Library Service
Cone, Bonnie E..............................Mathematics
B.S., Coker College; A.M., Duke University
Denny, Mary R...................................English
A.B., Salem College; A.M.,Duke University
Donaldson, Jerome H............................Commerce
A.B., Eastern Carolina Teachers College
Drake, Jesse Wallace...........................Physics
A.B.,Alabama Polytechnic; M.S.,Alabama Polytechnic
Eller, Frank...................................Chemistry
A.B. Catawba College

Fore, Mary S.................................English
A.B., Winthrop College; A.M.,Columbia University

Fraser, Marion L.............................English
A.B.,Winthrop College; M.A.University of South Carolina

Harwood, Frank..................Commerce and Economics
B.S., St. Louis University

Hechenbleikner, Herbert.............Botany, Zoology, Geography and Geology
A.B.,Univ. of North Carolina; M.A.,Harvard Univ. Ph.D., Harvard University.

Hoke, Roy E.................Psychology and Philosophy
A.B., M.A., Franklin & Marshall; Ph.D. John Hopkins University

Hoyle, Frances B.............................Spanish
A.B.,Woman's College,University of North Carolina

Hoyle, Hughes B. Jr......................Mathematics
A.B., Univ. of North Carolina; M.A., Univ. of North Carolina

Jackson, David H.........................Mathematics
B.S., Virginia Polytechnic Institute

Jenkins, Eleanor.........................Mathematics
A.B.,Queens College; A.M., Univ. of North Carolina

Lafferty, Oma.........................Social Science
A.B., Tulane University; A.M., Univ. of Chicago

McCachren, George.......................Basketball
University of North Carolina

Raney, Elizabeth..............................French
A.B., University of North Carolina

Robertson, Charles W..........................Botany
B.S.,Southwestern Univ.; M.S.,Ph.D., New York University

Tinkham, Mark F..............................Physics
A.B., University of North Carolina

Watson, Flora Mae.........................Mathematics
A.B., Winthrop College

Wilson, James C...............Engineering Drawing
B.S.,Mechanical Engineering, Univ. of Tennessee

Winningham, Edyth F.............Social Science and Political Science
A.B.,Univ. of North Dakota;M.A.,Univ. of North Carolina

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the Community by providing education for young people and adults:

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or univsity. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses leading to employment in certain fields of business.
3. Vocational and general education for employed adults who desire to increase occupational competency or personal growth through organized study.

HISTORY

In the summer of 1946 when North Carolina Colleges anticipated an unprecedented increase in enrollment, because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the State. With the addition of second year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined. As a result of the insistent demand from the students, the Charlotte College Center operated a summer quarter in 1948.

Because the North Carolina College Conference felt that the emergency in education would be over after the current year, the Conference voted in November 1948 to discontinue its sponsorship of the College Centers after June 1949.

However, the large enrollment maintained throughout 1948-49, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances will be provided from funds other than taxes. Only in the event of insufficient revenue from the above sources does the measure authorize a special election to provide a tax of not more than five cents on the $100.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. Charlotte has an estimated population of 140,000 and serves as the center of commerce, industry, and culture of an area of 24 counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less than a mile from the center of city. The Charlotte College Office is located on the main floor of the building at the end of the corrider to the left.

VETERANS EDUCATION

For the past three years the Charlotte College Center has trained veterans under the G.I. Bill. The Charlotte College expects to continue this program upon the approval of the State Department of Public Instruction. Veterans seeking training under the provisions of Public Law 16 (Federal Educational Rehabilitation Program) and Public Law 346 (Servicemen's

Readjustment Act) must enroll for a minimum of 12 quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the College Office. Technical questtions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter the Charlotte College should do the following:

1. File at the College Office the following:
   - (a) Application for Admission completely filled out.
   - (b) Transcripts of all previous high school and/or College courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college or other agency to Charlotte College
2. Make application through the local Veteran Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the College Office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

The expenses for tuition, fees, books, and other necessary incidental supplies will be covered by the

G.I. Bill of Rights. However, the veteran will be required to pay cash for tuition and books in the event that the Certificate of Eligibility and Entitlement is not in hand at the time of registration. After the certificate is presented to the Charlotte College, a refund check will be issued to the veteran in accordance with the regulation of the Veterans Administration.

A veteran attending the Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, Telephone 3-0969.

LIBRARY FACILITIES

The Library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 10,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library, and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the College has at present more than 100 volumes of its own and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests which are scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In additon to counseling by individual subject instructor, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the College Office.

Also, the counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are available to students.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the College offers employment service to assist students in securing part-time or full-time employment. Special attention will be given to placement of students who satisfactorily complete the requirements for graduation in the Terminal Curricula. Application should be made in person at the College Office and at the North Carolina Employment Office located at 505½ West Trade Street, Telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from the Charlotte College Office; and (2)a satisfactory statement of high or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high or preparatory course, or its equivalent, which ordinarily means graduation; (2) fifteen acceptable units.

If the student plans to attend the University of North Carolina or Woman's College, the fifteen unit minimum offered for admission should include the following required distribution:

English(four years)	4 Units
Algebra(one and one-half years)	1½ Units
Plane Geometry(one year)	1 Unit
Foreign Language(two years in one language)	2 Units
Social Science(one year, preferably United States History)	2 Units
Natural Science(one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter State College, the fifteen-unit minimum offered for admission should include the following required distribution:

English(four years)	4 Units
History(one year, United States or equivalent)	1 Unit
Algebra(one and one-half years)	1½ Units
Plane Geometry(one year)	1 Unit
Solid Geometry(one-half year) (Required only for School of Engineering & Agricultural Engineering)	½ Unit
Science(one year)	1 Unit
Electives	6 Units

Students who plan to enter other colleges should consult the respective catalog for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

SPECIAL STUDENTS

If the student is already twenty-one years of age and has not been able to secure the required number of units for admission to a college, he will be allowed to take any college course for which he is prepared. Credits thus earned will be recorded but not transferred, because they carry no credit toward graduation.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until nine o'clock in the evenings. Each class period is fifty minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double period per week.

If there is sufficient demand, some classes will be scheduled for the hours from 9 A.M. to 3 P.M.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student working full or part-time may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

TUITION:
The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

REGISTRATION:
A registration fee of five dollars ($5.00) will be charged each quarter.

LABORATORY FEES:
Students who enroll for a course in laboratory science will be charged a laboratory fee of five dollars ($5.00) per quarter.

STUDENT ACTIVITY FEE:
A student activity fee of $3.00 plus federal tax a quarter is charged each student. This fee entitles the student to admission to all College Athletic Contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the College Newspaper.

PAYMENT OF FEES:
All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the Charlotte College.

REFUNDS:
In case of withdrawel during the quarter the following refund schedule applies:

Period of Actual Attendance Counted from Day of Registration	Percent of Tuition and fees refunded
One week or less(1 to 7 days, Inclusive)	80%
Between 1 and 2 weeks(8 to 14 days, Incl.)	60%
Between 2 and 3 weeks(15 to 21 days, Incl.)	40%
Between 3 and 4 weeks(22 to 28 days, Incl.)	20%
Between 4 and 5 weeks(29 to 35 days, Incl.)	0%
Over 5 weeks(36 days or over)	0%

The $5.00 Registration Fee is not refundable.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student may be allowed two free cuts from each class during the quarter, but after a third absence he may be placed on probation by the director, and any further absences may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies and a student on scholastic probation shall forfeit the cuts which he might otherwise have been allowed for the quarter.

No student shall be given credit in the Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that course.

WITHDRAWEL

Any student who leaves the College, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The College Unit of Work:
The unit of measurement of college work used at Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or three hours of laboratory work.

Quality of Work:
Letter are used to indicate the quality or grade of work done. The meaning of each grade with its accompanying quality points is as follows:

A	Excellent	3 quality points per quarter hour credit
B	Good	2 quality points per quarter hour credit
C	Fair	1 quality point per quarter hour credit
D	Barely passed	0 quality points per quarter hour credit
F	Failed	0 quality points per quarter hour credit
I	Work incomplete	0 quality points per quarter hour credit
W	Official withdrawel from the course	0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be sent after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

Transfer of Credits:
Upon request of the student, academic credits earned in the Charlotte College will be transferred to any college or University.

Each student is entitled to one official transcript of his work, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

Requirements for Dean's List:
Student must take a full load of three subjects, 15 quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

Graduation requirements vary according to the occupational field the student has selected. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts".

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center and has continued to function.

The Student Government Council is composed of the President, Vice President, Secretary, and Treasurer of the Student Body; the President, Vice President, Secretary, and Treasurer of the Sophomore Class; the President, Vice President, Secretary, and Treasurer of the Freshman Class; and four Student Council Representatives, two from the Freshman Class and two from the Sophomore Class. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the Student Government program, and formulating, with the students' approval, certain school policies.

ATHLETICS AND RECREATION

The program of the Athletic Department is at present confined to football, basketball, and baseball. All students are encouraged to participate in the sport that suits their interests and abilities.

Plans for expansion of the recreational program of the College are being formulated.

MUSIC

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

DRAMATICS

The Dramatic Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomine, acting, lighting, scenery, radio, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the fields of dramatic art.

NEWSPAPER

To provide information for all persons interested in Charlotte College, the students are planning a newspaper to take the place of the C.C.U.N.C. News, the publication of the Charlotte College Center.

The duties and purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal". Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter the university but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalogue of the institution he expects to attend, and select his courses accordingly. The director will gladly assist him in choosing the courses that will assure junior standing in any senior institution, although the final responsibility for selecting the proper courses to that end must rest with the student.

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

LIBERAL ARTS (UNIVERSITY PARALLEL)

First Year

English 1-2		10
Social Science 1-2		10
Mathematics 7-8 or R-7X-8		10
Choose one:		
Chemistry 1-2-31)		
Geology 41-42)	at least	10
Physics 24-25)		
Botany 1-Zoology 1)		
Choose one:		
*French 3-4)		
*Spanish 3-4)		10
		50

*Students placed in Foreign Language course number 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

Second Year

English 3-4 or 6 or 8		10
Choose one:		
French 21-22)		10
Spanish 21-22)		
Choose two:		
Economics 31-32)		
History 21-22)		
Philosophy 41-42)		20
Political Science 41-42 or 52)		
Sociology 51-52)		
**Choose one:		
Chemistry 1-2-31)		
Geology 41-42)	at least	10
Physics 24-25)		50
Mathematics 31-32-33)		

**Student must have two courses in Natural Science or one course in Natural Science and one course in Mathematics. These courses must include one course in physical science (Chemistry, Physics, Geology, Geography) and at least one course in a biological science (Botany, Zoology)

COMMERCE (UNIVERSITY PARALLEL)

First Year

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4) *Spanish 3-4)	10
	51

*Commerce students must pass a test of reading knowledge, or made a grade of "B" in course 4, or continue with courses 21-22.

Second Year

English 3-4 or 6 or 8		10
Economics 31-32		10
Economics 41		5
Choose Three:		
Commerce 51) Commerce 66) Commerce 71) Political Science 41)		15
Choose one:		
Chemistry 1-2-31) Geology 41-42) Physics 24-25) Mathematics 31-32)	at least	10
		50

PRE-LAW COURSES (UNIVERSITY PARALLEL)

Students electing the pre-law course may do so in one of the following ways:

(1) take the regular liberal arts course.
(2) take the regular commerce course.

PRE-MEDICINE (UNIVERSITY PARALLEL)

First Year

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
*French 3-4	10
	55

*Students placed in course Number 1 may meet the requirement with coursese 1-2, 3-4, provided they have no entrance deficiency in foreign language.

Second Year

English 3-4 or 6 or 8	10
French 21-22	10
Chemistry 41-42	12
Botany 41	6
Physics 24-25	12
	50

ENGINEERING (UNIVERSITY PARALLEL)

First Year

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	15
Engineering Drawing, M.E. 101-102-103	6
	55

Second Year

English 3-4 or 6 or 8	10
Mathematics 201-202, 203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Economics 31-32	10
	46

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)*

First Year

English 1-2	10
Social Science 1-2	10
Accounting 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required for students not proficient)	10
	45

Second Year

English 3-4 or 5-6	10
Accounting 21-22	10
Economics 31-32	10
Political Science 41	5
Commerce 51	5
Elective	10
	50

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)*

First Year

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Accounting 1	5
	45

Second Year

Business English 21-22	10
Shorthand 21-22	10
Typewriting 21-22	10
Accounting 21-22	10
Office Machines 21	5
Office Practice 22	5
	50

*Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

HOMEMAKING (Terminal)

First Year

English 1-2	10
Social Science 1-2	10
Zoology 1	5
Homemaking 1-2	10
Homemaking 3-4	10
Homemaking 5	5
	50

Second Year

English 3-4 or 5-6	10
Commerce 66	5
Homemaking 21	5
Psychology 4	5
Homemaking 22	5
Homemaking 23	5
Homemaking 24	5
Homemaking 25	5
	45

MERCHANDISING (Terminal)

First Year

English 1-2	10
Economics of Marketing 1	5
Retail Merchandising 1	5
Business Mathematics 1	5
Selling 1	5
Commerce 66	5
Advertising 1	5
Business Law 1	5
Typewriting 1	5
	50

Second Year

Office Machines 21	5
Economics 31-32	10
Accounting 1	5
Marketing Problems 21	5
Advertising Copy and Layout 21	5
Business English 21-22	10
Political Science 41	5
Advanced Selling 21	5
	50

TECHNICAL COURSE (Terminal)

First Year

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
Engineering Drawing 101-102-103	6
	46

Second Year

Business English 21-22	10
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	6
Machine Shop 21	6
Commerce 66	5
	49

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season, aspects of plants and their relation to the human race is stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Accounting 1: (5) An introductory course in the field of accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Accounting 21, 22: (5 each) Prerequisite: Accounting 1 The fundamental principles of accounting are reemphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business English 21, 22: (5 each) A study of the fundamentals of grammar and specific application to business documents, and other business papers. The editing of business materials, proof reading and corrections.

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created, so that the student is trained not in theory alone, but in practice.

Shorthand 1, 2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmenship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21, 22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1, 2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21, 22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at forty-five words per minute with a minimum of errors.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry.

Three lecture and four laboratory hours a week, through two quarters.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

COMMERCE

Commerce 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent. Five hours a week.

Commerce 66: (5) General Psychology for Students of Commerce. Five hours a week.

Commerce 71: (6) Accounting Principles. Prerequisite or co-requisite: Economids 31-32. Four lecture and four laboratory hours a week.

ECONOMICS

Economics 31-32: (5 each) General Economics. Five houre a week.

Economics 41: (5) Resources and Industries. Five hours a week.

ENGINEERING DRAWING

M.E. 101, 102, 103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshman. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and 1-2 for Terminal Courses. This course provides a study of Major American Writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

FRENCH

French 1-2: (5 each) Elementary French. Five hours a week.

French 3-4: (5 each) Intermediate French. Five hours a week.

French 21-22: (5 each) Advanced French. Five hours a week. Sophomore elective.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical Geology places emphasis upon earth origin, study of the origin and occurence of fossils and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places, and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effect on him is stressed. Five lecture and two laboratory hours a week.

HOMEMAKING

Homemaking 1: (5) Foods. Family meals are prepared and served as a basis for the study of foods. Fundamental cookery processes and the value of skills and technique in relation to scientific aspects of cooking are considered. Recipes are analysized. Standards for products are studied and some experience in marketing is possible.

Homemaking 2: (5) Foods. The course is concerned with the more advanced study of planning buying, preparing and serving family meals. Fundamental principles of cookery and the value of skills and techniques in meal management are emphasized. Menus are planned and recipes analysized in relation to the food need of the family. Prerequisite: Homemaking 1.

Homemaking 3: (5) Clothing Construction. The clothing needs of the various members of the family are studied. A study is made of commercial patterns as they are used in family sewing. Textile study of the usual materials in family sewing is carried on. Actual construction of garments is a part of the course.

Homemaking 4: (5) Clothing Construction. Prerequisite: Homemaking 3. Commercial patterns are studied and simple clothing details for original effects are designed. Two or more garments, including one made-over garment, are constructed with emphasis on general appearance and construction details.

Homemaking 5: (5) Household Economics. In this course there will be a study of budgets, household accounts, insurance and savings plans, inventories, and home files.

Homemaking 21: (5) Interior Decoration. Principles of design are studied as applied to planning interior decoration in homes. A study is made of present-day trends in material and furniture. Elevations and perspectives of interiors in black and white or color ar made for different kinds of rooms in a variety of homes. Opportunity is given for special problems in planning.

Homemaking 22: (5) Tailoring. Prerequisites: Two year credit in high school clothing or Applied Arts. Problems in fitting, construction, and finishing of tailored garments with emphasis on the relation between design and fabric choices.

Homemaking 23: (5) Child Care. Pre-natal, infant and child care are studied with special emphasis placed o applied child psychology in relation to problems of child training.

Homemaking 24: (5) Home Nursing. One aim of this cour is the preservation of health through understanding the relationship between health and habits of cleanliness, and the principles of prevention and control of disease. Training is given in the care of the sick under home conditions and according to the directions of a physician. Normal problems of the homes such as care of a baby, of a growing child, and of the aged are considered.

Homemaking 25: (5) Landscape and Garden Planning. A study is made of shrubs and plants and how they may b used to achieve unity of house and grounds through planned planting. Experiences in various methods of propagation are provided and plans are made for vegetable and flower gardens under various soil and climatic conditions. Visits are made to gardens and practical experiences in landscape and garden planning are provided.

MATHEMATICS

Math R: (0) Intermediate Algebra. Five hours a week.

Math 7X: (5) College Algebra. Five hours a week.

Math 7: (5) College Algebra. Five hours a week. Functions and their graphs, equations, and their solution systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations. Five hours a week for one quarter.

Math 8: (5) Plane Trigonometry. Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Five hours a week for one quarter.

Math 31: (5) Plane Analytic Geometry. Prerequisite: Math 7 and 8.

Math 32: (5) Differential Calculus. Prerequisite: Math 31.

Math 33: (5) Integral Calculus. Prerequisite: Math 32.

Math 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binomial theorem, logarithms, the general theory of equations, the solution of higher equations, determinants and partial fractions.

Math 102: (4) Trigonometry for Engineers. Prerequisite: Math 101. The trigonometric functions, derivation of formulae, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Math 103: (6) Analytical Geometry. Prerequisite: Math 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes and surfaces.

Math 201: (4) Calculus I. Prerequisite: Math 103. Required of sophomores in Engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation, and for integration of polynomial functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Math 202: (4) Calculus II. Prerequisite: Math 201. Required of Sophomores in Engineering. A continuation of Calculus I. Methods of integration, and the study of the definite integral, with applications to problems in areas, volume, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Math 203: (4) Calculus III. Required of Sophomores in Engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MERCHANDISING

Advanced Selling 21: (5) Selection and training of salesmen; sales planning, territory assignments, organization of prospecting systems, preparation of sales manuals and other sales aids, applied market analysis, pricing with relation to product development.

Advertising 1: (5) Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Advertising Copy and Layout 21: (5) Advertising. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Law 1: (5) Essentials of the law of contracts, with related subjects.

Business Mathematics 1: (5) Application of Mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

Economics of Marketing 1: (5) A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of the various distributors (middlemen), channels of distribution, buying motives, cost of distribution.

Marketing Problems 21: (5) Executive aspect of marketing, including the problems of sales, store, and advertising management.

Retail Merchandising 1: (5) This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Selling 1: (5) Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formation of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound, Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters. Both parts must be completed to receive credit.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. A comparative study of foreign governments, especially in Great Britain, France, and the United States Soviet Russia. Prerequisite: Political Science 41
Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1: (5) General Psychology. This introductory course is the basis for all other courses in Psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is included.
Psychology 2: (5) Child Psychology. This course studies the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.
Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.
Psychology 4: (5) Marriage and the Family. Open to men and women students. This course deals with the relationships between and among the various members of the family, and the effect these have on the development of each individual. The problems involved in courtship, marriage, and homemaking are discussed. Pertinent diverse areas of knowledge; such as, biology, psychology, sociology, economics, etc., are integrated in application to life situations with the family considered as a democratic force in society.

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of

Western Civilization with emphasis on the Eighteenth and Nineteenth Centuries.

Social Science 2: (5) A study of contemporary civilization since the beginning of the twentieth century.

History 21: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning and democracy are investigated and studied.

SPANISH

Spanish 1-2: (5 each) Elementary Spanish. Five hours a week for two quarters.

Spanish 3-4: (5 each) Intermediate Spanish. Five hours a week for two quarters.

Spanish 21-22: (5 each) Advanced Spanish. Five hours a week for two quarters.

TECHNICAL

Electricity 21: (6) Basic introductory course in the fundamentals of electricity, does not prepare for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (6) Practice on bench metal work, general machine shop practice including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

Charlotte

COLLEGE

CATALOG
1950-1951

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

A Two-Year Junior College
offering Instruction in
General Education,
Pre-Professional Training,
Vocational, Industrial, and
Community Education

1949

CATALOG
1950
1951

* * *

CHARLOTTE,
NORTH CAROLINA

Accredited by
The North Carolina State Department of Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

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CALENDAR OF EVENTS – 1950-1951

FALL QUARTER 1950

September 15	Placement Tests
September 18	Registration
September 19	First Day of Classes
November 23-26	Thanksgiving Recess
December 12	Last Day of Classes
December 13-15	Final Examinations
December 16	Christmas Vacation

WINTER QUARTER 1951

January 1	Registration of New Students
January 2	First Day of Classes
March 13	Last Day of Classes
March 14-16	Final Examinations

SPRING QUARTER 1951

March 17	Registration of New Students
March 19	First Day of Classes
March 23-25	Easter Vacation
May 29	Last Day of Classes
May 30-June 1	Final Examinations
June 3-4	Graduation Exercises

ADMINISTRATIVE ROSTER FOR 1949-1950

BOARD OF SCHOOL COMMISSIONERS

Mr. R. M. Mauldin, *Chairman*
Mr. J. Murrey Atkins
Mr. Brock Barkley
Mrs. Francis O. Clarkson
Mr. James H. Glenn
Mr. Frank O. Roberts
Dr. Herbert Spaugh

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Mr. John M. Dunlap	*Assistant Superintendent*
Miss Douglas Kendall	*Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Lucille Puette	*Registrar*
Mrs. Hazel B. Mullins	*Secretary*

FACULTY 1949-50

Baggot, Richard	B.S. Business Administration, Lehigh University	*Advertising*
Bell, Claude A.	A.B., Western Kentucky State College M. Ed., University of Missouri	*Woodworking*
Blair, Miriam	A.B., Dickinson College B.S. in Store Service, Prince School	*Selling*
Blair, Rosannah G.	A.B., Dickinson College B.S., Columbia University School of Library Science	*Librarian*
Brantley, Annie Bell	B.S., Queens College A.M., Peabody College	*Homemaking*
Cone, Bonnie E.	B.S., Coker College A.M., Duke University	*Mathematics*
Denny, Mary R.	A.B., Salem College A.M., Duke University	*English*

Drake, Jesse W.* .... *Physics*
A.B., M.S., Alabama Polytechnic Institute

Eller, Frank .... *Chemistry*
A.B., Catawba College

Ellis, William Edwin .... *Driving Education*
A.B., Carson Newman

Fore, Mary S. .... *English*
A.B., Winthrop College
A.M., Columbia University

Fraser, Marion L. .... *English*
A.B., Winthrop College
A.M., University of South Carolina

Grogan, Martha (Mrs. Dean) .... *Mathematics*
A.B., University of North Carolina

Harwood, R. Frank .... *Commerce and Economics*
B.S., St. Louis University

Heckenbleikner, Herbert .... *Botany, Zoology, Geography and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Hoke, Roy E. .... *Psychology and Philosophy*
A.B., M.A., Franklin & Marshall
Ph.D., Johns Hopkins University

Hoyle, Frances B. .... *Spanish*
A.B., Woman's College University of North Carolina

Lafferty, Oma .... *Social Science, Sociology*
A.B., Tulane University
A.M., University of Chicago

Macy, Pierre .... *French and Spanish*
Ph.D., University of Paris

Puette, Lucille .... *Business*
A.B., Randolph Macon
A.M., Duke University

Shingleton, Rosemary .... *Choir*
B.M., West Virginia University
M.M., University of Michigan

Shumate, E. E. Jr. .... *Basketball*

Watson, Flora Mae .... *Mathematics*
A.B., Winthrop College

Webb, William .... *Business Law*
A.B., Washington and Lee
LL.B., Harvard University

Wilson, James C. .... *Engineering Drawing*
B.S. Mechanical Engineering, University of Tennessee

Winningham, Edyth F. .... *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

*Deceased March 25, 1950

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study. The college offers courses in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances are provided from funds other than taxes. In the event of insufficient revenue from the above sources, the measure authorizes a special election to provide a tax of not more than five cents on the $100.

In the 1949-1950 session, the first year under new sponsorship, Charlotte College reached a total enrollment of 719 individuals, including

374 students in non-college credit courses and 345 in regular college classes. The college has a faculty of twenty-six full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population 133,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less that a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 11,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 500 volumes of its own, subscribes to twenty periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In addition to counseling by individual subject instructor, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at the Charlotte College in curricula leading to degrees are transferrable to senior colleges and universities.

VETERANS EDUCATION

The Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 (Federal Educational Rehabilitation Program) and Public Law 346 (Servicemen's Readjustment Act) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter the Charlotte College should do the following:

1. File at the college office the following:
   - (a) Application for admission completely filled out.
   - (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institutes, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to the Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

The expenses for tuition, fees, books, and other necessary incidental supplies will be covered by the G. I. Bill of Rights. However, the veteran will be required to pay cash for tuition and books in the event that the Certificate of Eligibility and Entitlement is not in hand at the time of registration. After the certificate is presented to the Charlotte College a refund check will be issued to the veteran in accordance with the regulation of the Veterans Administration.

A veteran attending the Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 505½ West Trade Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from the Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) fifteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the fifteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign Language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina the fifteen-unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	6 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

- Accounting 1, 21, 22
- Botany 1, 41
- Chemistry 1, 2, 3, 31, 41, 42
- Commerce 71
- Geography 38
- Geology 41, 42
- Homemaking 1, 2, 3, 4, 22
- Office Machines 21
- Physics 24, 25

Student Activity Fee

A student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college

athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Actual Attendance Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies and a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit in the Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at the Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A Excellent—3 quality points per quarter hour credit
B Good—2 quality points per quarter hour credit
C Fair—1 quality point per quarter hour credit
D Barely passed—0 quality points per quarter hour credit
F Failed—Minus 1 quality point per quarter hour credit
I Work incomplete—0 quality points per quarter hour credit
W Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in the Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 95 quarter hours of work is required for graduation, of which 45 hours must be earned at the Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; and four Student Council Representatives, two from the freshman class and two from the sophomore class. The function of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program and formulating, with the students' approval, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, teas, and receptions, will be provided.

MUSIC

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

DRAMATICS

The Dramatics Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomime, acting, lighting, scenery, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the fields of dramatic art.

PUBLICATIONS

Newspaper

To provide information for all persons interested in the Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at the Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-3 or 31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10
	50

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose two:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	20
***Choose one*:	
Chemistry 1-2-3 or 31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10
	50

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

COMMERCE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4	
*Spanish 3-4	10
	51

*Commerce students planning to transfer to the University of North Carolina must pass a test of reading knowledge administered at the University of North Carolina or continue with courses 21-22.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Commerce 51	5
Psychology 1	5
Commerce 71	6
Political Science 41	5
Choose one:	
Chemistry 1-2-3 or 31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10
	51

PRE-ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-3	15
Engineering Drawing, M.E. 101-102-103	6
	55

SECOND YEAR

English 3-4 or 6 or 8	10
Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Economics 31-32	10
	46

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) take the regular liberal arts course.

(2) take the regular commerce cource.

PRE-MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
Choose one:	
[*]French 3-4	
[*]Spanish 3-4	10
	55

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[*]Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2. 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Chemistry 41-42	12
Botany 41	6
Physics 24-25	12

Choose one:	
French 21-22	
Spanish 21-22	10
	50

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Commerce 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10
	45

SECOND YEAR

English 3-4 or 5-6	10
Commerce 21-22	10
Economics 31-32	10
Political Science 41	5
Commerce 51	5
Elective	10
	50

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Commerce 1	5
	45

†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

SECOND YEAR

Business English 21-22	10
Shorthand 21-22	10
Typewriting 21-22	10
Commerce 21-22	10
Office Machines 21	5
Office Practice 22	5
	50

HOMEMAKING (Terminal)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Zoology 1	5
Homemaking 1-2	10
Homemaking 3-4	10
Homemaking 5	5
	50

SECOND YEAR

English 3-4 or 5-6	10
Psychology 1	5
Homemaking 21	5
Sociology 53	5
Homemaking 22	5
Homemaking 23	5
Homemaking 24	5
Homemaking 25	5
	45

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics 1	5
Business Mathematics 1	5
Psychology 1	5
Commerce 3	5
Commerce 4	5
Commerce 5	5
Commerce 6	5
Elective (Typewriting required for students not proficient)	5
	50

SECOND YEAR

English 9	5
Economics 21	5
Economics 31-32	10
Business English 21-22	10
Commerce 23	5
Commerce 24	5
Commerce 26	5
Commerce 31	5
	50

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-3 or 31	15
Engineering Drawing, M. E. 101-102-103	6
	46

SECOND YEAR

Business English 21-22	10
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	6
Machine Shop 21	6
Psychology 1	5
	49

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season, aspects of plants and their relation to the human race is stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

CHEMISTRY

Chemistry 1-2-3: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

COMMERCE

Commerce 1: (5) Introduction to Accounting.

Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Commerce 3: (5) Advertising. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Commerce 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Commerce 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Commerce 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Commerce 21-22: (5 each) Accounting Principles, Prerequisite: Commerce 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Commerce 23: (5) Advertising Copy and Layout. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Commerce 24: (5) Advanced Selling. Selection and training of salesmen, sales planning, territory assignments, organization of prospecting systems, preparation of sales manuals and other sales aids, applied market analysis, pricing with relation to product development.

Commerce 26: (5) Merchandise Information. Instruction in textiles and non-textiles. Application of information to consumers and salesperson's needs.

Commerce 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Commerce 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent.

Commerce 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

ECONOMICS

Economics 1: (5) Economics of Marketing. A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middleman), channels of distribution, buying motives, cost of distribution.

Economics 21: (5) Marketing Problems. Executive aspect of marketing, including the problems of sales, store, and advertising management.

Economics 31-32: (5 each) General Economics.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consist of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rehetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

Business English 21-22: (5 each) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proof reading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.
Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.
Conducted in French as much as possible.
Collateral reading of two novels. Book reports.
Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.
Collateral reading of two French classical works. Book reports.
Prerequisite: French 21 or the equivalent.

French C 1: (5) Intermediate Practical French Conversation.
The student's self-expression in easy everyday French is gradually developed through this course.
Conducted mostly in French.
Collateral reading of a book. Book report.
Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 2: (5) Practical French Conversation.
Informal group conversation and dramatization, based on short French Texts, newspaper and magazine articles.
Conducted in French.
Collateral reading of a book. Book report.
Prerequisite: French C 1 or the equivalent.

French C 3: (5) Advanced French Conversation.
Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French.
Conducted in French. Collateral reading of two books. Book reports.
Prerequisite: French C 2 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him is stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HOMEMAKING

Homemaking 1: (5) Foods. Family meals are prepared and served as a basis for the study of foods. Fundamental cookery processes and the value of skills and technique in relation to scientific aspects of cooking are considered. Recipes are analyzed, standards for products are studied, and some experience in marketing is provided.

Homemaking 2: (5) Foods. Prerequisite: Homemaking 1. The course is concerned with the more advanced study of planning, buying, preparing, and serving family meals. Fundamental principles of cookery and the value of skills and techniques in meal management are emphasized. Menus are planned and recipes analyzed in relation to the food needs of the family.

Homemaking 3: (5) Clothing Construction. The clothing needs of the various members of the family are studied. A study is made of commercial patterns as they are used in family sewing. Textile study of the usual materials in family sewing is carried on. Actual construction of garments is a part of the course.

Homemaking 4: (5) Clothing Construction. Prerequisite: Homemaking 3. Commercial patterns are studied and simple clothing details for original effects are designed. Two or more garments, including one made-over garment, are constructed with emphasis on general appearance and construction details.

Homemaking 5: (5) Household Economics. In this course there will be a study of budgets, household accounts, insurance and savings plans, inventories, and home files.

Homemaking 21: (5) Interior Decoration. Principles of design as applied to planning interior decoration in homes are studied. A study is made of present-day trends in material and furniture. Elevations and perspectives of interiors in black and white or color are made for different kinds of rooms in a variety of homes. Opportunity is given for special problems in planning.

Homemaking 22: (5) Tailoring. Prerequisites: Two years' credit in high school clothing or Homemaking 3-4. Problems in fitting, construction, and finishing of tailored garments with emphasis on the relation between design and fabric choices.

Homemaking 23: (5) Child Care. Pre-natal, infant, and child care are studied with special emphasis placed on applied child psychology in relation to problems of child training.

Homemaking 24: (5) Home Nursing. One aim of this course is the preservation of health through understanding the relationship between health and habits of cleanliness and the principles of prevention and

control of disease. Training is given in the care of the sick under home conditions and according to the directions of a physician. Normal problems of the home such as care of a baby, of a growing child, and of the aged are considered.

Homemaking 25: (5) Landscape and Garden Planning. A study is made of shrubs and plants and how they may be used to achieve unity of house and grounds through planned planting. Experiences in various methods of propagation are provided and plans are made for vegetable and flower gardens under various soil and climatic conditions. Visits are made to gardens and practical experiences in landscape and garden planning are provided.

MATHEMATICS

Mathematics A: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plant Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters. Both parts must be completed to receive credit.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1 :(5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the eighteenth and nineteenth centuries.

Social Science 2: (5) A study of contemporary civilization since the beginning of the twentieth century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.
Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.
Study of the geography, history, customs and culture of the Spanish people.
Conducted in Spanish whenever advisable.
Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.
Conducted in Spanish as much as possible.
Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in Spanish.
Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 1: (5) Intermediate Practical Spanish Conversation.
The student's self-expression in easy everyday Spanish is gradually developed through this course.
Conducted mostly in Spanish.
Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 2: (5) Practical Spanish Conversation.
Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.
Conducted in Spanish.
Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 1 or the equivalent.

Spanish C 3: (5) Advanced Spanish Conversation.
Informal group conversation and discussion as for Spanish C 2. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.
Conducted in Spanish.
Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 2 or the equivalent.

TECHNICAL TRAINING

Electricity 21: (6) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (6) Practice on bench metal work, general machine shop practice including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites and give no collge credit either for graduation or transfer.

Driver Education: The six weeks' course consists of eight classroom periods and ten hours of on-the-road training in a dual control car.

Teacher Course in Driver Education: A forty hour course is offered in driver education to high school teachers desiring to qualify as high school instructors in this subject. Attendance and successful completion of this five day course will qualify teachers to conduct student courses in driver education including practice driving.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure, etc. This course carries American Institute of Banking credit.

Electrical Estimating: This course provides an application of the principles and techniques used in preparing an estimate for the installation of an electrical system. It consists of 45 hours of instruction and work in electrical estimating and 15 hours of instruction in subjects common to all phases of the building trades.

Building Estimating (Frame, Masonry, & Steel): This course provides instruction in estimating materials and labor for residences and buildings, and covers all estimating processes using practical examples. Blueprint reading and mathematics used by estimators are explained, and detailed work on actual plans is undertaken. The course consists of 45 hours of instruction and work in building estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Heating Estimates: This course provides instruction in estimating of materials and labor for installation of complete heating systems in residences and buildings. It consists of 45 hours of instruction and work in heating estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Horticulture: This course consists of one hour lecture and a two hour field trip per week for a period of ten weeks. Lawn planting and care, principles of pruning, planting and transplanting of shrubs and trees, and the selection of suitable plants for various ornamental purposes are some of the subjects studied and discussed in this course.

Industrial Management: This course meets two hours per week for a period of eight weeks. Subjects considered are enterprise and industrial organization, the enterprise system, markets and distribution, production problems, job standards and evaluations, time and wage incentives, costs and cost control, management practice and policies.

Interior Decoration: This course considers the problems of furnishing and decorating homes in artistic fashion. The class meets two hours per week for a period of ten weeks.

Sewing: This course consists of practical instruction in alterations and in the making of new garments. The class meets two hours per week for a period of ten weeks.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

Insurance: This course follows the pattern of the American Institute for Property and Liability Underwriters, Inc. and will prepare those enrolled for examinations leading toward the professional designation of "Chartered Property Casualty Underwriters."

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

JUNE 5, 1950

BUSINESS ADMINISTRATION

Robert Mark Propst, Jr.

COMMERCE

Lewis Forman Camp, Jr.
Thomas George Douglas
James Avery Harbison, Jr.
Isaac Grier McLaughlin
William Paul Proctor

PRE-ENGINEERING

Hugh Lowder Parker

LIBERAL ARTS

Donald Harrison Caldwell
Mary Louise Camp
Eugene Ray Henderson
Maurice Wayne Hooks
James Bethea Kilgo
Ray Lewis Kisiah
Graydon Alvice Miller, Jr.
Barbara Anne Murphy
James Ralph Phillips
Paul David Putnam
Deane Richardson
William Everette Weaver

SOPHOMORES

Alexander, Thomas Mott, Jr.
Allred, Willard Hill
Batte, Frank R.
Baughman, Glenn Heins
Bechtler, Kate Hazel
Bell, Doris Veneta
Bindeman, John Starr
Bird, John C.
Blackwelder, Edith Louise
Brown, Kurnell Aaron, Jr.
Caldwell, Donald Harrison
Camp, Lewis Forman, Jr.
Camp, Mary Louise
Cash, David Bryson
Caskey, L. D.
Childers, James E., Jr.
Clontz, Herman J., Jr.
Conner, Billy R.
Cook, Martha Joan
Cook, Robert Hendrix
Doster, Paul Lester
Douglas, Thomas George
Duncan, Dean Franklin, Jr.
Durham, Joseph M.
Faulk, Doris Jean
Finesey, Roy J.
Flowe, Oscar Lee, Jr.
Fox, Margaret Lavinia
Gamble, John Franklin
Gribble, Frank S., Jr.
Harbison, James A., Jr.
Hartsell, Cary Lucien
Harviel, Ted Robert
Hicks, Charles Ray, Jr.
Hilliard, Harry Edward, Jr.
Homesley, Charles M.

Honeycutt, Edward M., Jr.
Hooks, Maurice Wayne
Horne, Wilma Deane
Howell, Paul Alexander, Jr.
Huntley, Howard L.
Huntley, Rex R.
Jones, John William
Johnson, John C.
Kilgo, James Bethea, Jr.
King, Preston Eugene
Kirby, Garland R.
Kirk, Harry Suther
Kirkpatrick, Thomas L., Jr.
Kisiah, Ray Lewis
Long, Clingman Benton, Jr.
McIntosh, Carleen R.
McLaughlin, Brice C.
McLaughlin, Isaac G.
Miller, Graydon A., Jr.
Mock, James Wilson
Moore, Herman A.
Morton, Lester Harvey, Jr.
Moseley, Robert T.
Mullen, Thomas L., Jr.
Murphey, Frank C.
Murphy, Barbara A.
Nichols, Geraldine Lucille
Nichols, Isham B.
Parker, Hugh Lowder
Phillips, James R.
Poteat, James B.
Proctor, William P.
Propst, Robert M., Jr.
Putnam, Paul D.
Richardson, Deane
Rigsbee, John Herman
Ritch, Charles F., Jr.
Schultz, William M.
Sifford, Johnny W.
Simpson, David Alexander, Jr.
Smith, Newton Alexander
Sopher, Donald C.
Stimpson, Joseph W.
Thaxton, Pasco Thomas
Thomas, Clifton P.
Thornton, Jesse B.
Traywick, William Ray
Weaver, William E.
Williams, Joseph Vincent
Wilson, Lawrence E.
Yandle, Earl McM., Jr.

FRESHMEN

Adams, Hugh H.
Allen, Juliam Emmett
Allen, Walter A.
Allison, Bobby Earl
Auten, James W.
Aycock, Billy Frank
Baker, William L., Jr.
Barbee, Aubrey C.
Baugh, Harold Philip
Baxley, Ollin H.
Beach, Glenn McClain
Bell, Harold Lee
Bell, Wyatt Gallant
Bernhardt, Albert F., Jr.
Bizzell, Harry Lee, Jr.
Blake, William H., Jr.
Booker, Harry Carter
Brafford, Ralph Edward
Braswell, William J.
Brice, Charles Bell, Jr.
Brigman, Walter A.
Burke, Lee Albert
Burke, Mary Louise
Butler, Thurman H.
Caldwell, Kenneth M.
Cann, Malon Winnford
Cantrell, Joseph R.
Carmichael, James R.
Carter, George M.
Carter, James Louis, Jr.
Carter, Luther Reynolds
Cater, Haskel James
Cathey, Clyde McKinley
Cathey, Connie McKelvey
Cloaninger, Robert H.
Cook, James Reginald
Cottier, Alton J.
Cox, Neva
Cranich, Margaret Ann
Curtis, Harry Bernard
Dahir, Mustafa
DeRoberts, Sam J.
Descaro, Melvin Ray
Detter, Carl L.
Dew, James Marion
Diamond, Pansy K. (Mrs.)
Dillon, Joe Henry
Douglas, Edward M.
Douglas, Thomas Benjamin, Jr.
Eagle, Sylvia Lorraine (Mrs.)
Economos, Gus Nicholas
Economos, Steve Nick
Elliott, Nancy Jocelynne
Epting, Ronald Virgil
Ernest, Cecil Gray
Ferguson, Curtis W.
Ferguson, Roy H., Jr.
Fielden, S. Russell
Fisher, Joel, Jr.
Frazier, Kenneth Neil
Freeman, Nancy Lenora
Gahagen, Raymond M.
Gallant, James F., Jr.
Gamble, Charles Thomas
Gamble, Helen Carroll
Gordon, William G.

Graham, Hubert P.
Gulledge, Martha Frances
Hager, Florence Norrie
Hall, David M.
Ham, Walter T., Jr.
Harkey, Jack Wilson
Harrison, Aaron W., Jr.
Harton, Robert Leslie
Hathcock, Robert A.
Hatley, William R., Jr.
Haughton, Alex A.
Haughton, Gerald Lawrence
Hayes, William Norman
Helms, Gerald H.
Henderson, Eugene R.
Hilton, Richmond Hobson
Hinson, Carole
Holder, Russell G.
Holladay, Jerry B.
Holloway, John E., Jr.
Holmberg, Wilmuth O.
Horton, Donald Bernard
Hudson, Otis D.
Hunsucker, John E.
Isaacs, Robert L.
James, Alvin D.
James, Daphne Ruth
James, Jimmie Madison
James, William Allen
Jamison, John Watts
Johnson, Ralph D.
Jones, Ernest H.
Keith, Carolyn Kathleen
Kendrick, Ben Jenkins
Kennedy, Charles Norman
Kennedy, Everette F.
Kerr, Louis C.
Kirkpatrick, Fleet
Kirkpatrick, Robert Calvin
Kistler, Robert J.
Kroh, Leslie Robert
Landrum, George W.
Lawing, Herman A.
Layton, James K.
Leggett, Alice B.
Liles, Ellis Binford, Jr.
Lindsay, Robert V.
Lutes, Reed W.
McAllister, Thomas A.
McClain, Rosa Lee
McCoy, John Torrence
McCrary, Leon R.
McCready, Aaron L., Jr.
McGloughlin, Rosemary Irene
McMurray, Marshall R.
Mallard, Gordon Wesley, Jr.
Mallonee, Frank B.
Mayfield, Brooks
Meek, Richard T.
Merritt, Jimmie A.
Michaels, Basil J.
Mihalic, Josephine M.
Mills, Thomas E.
Milner, William H., Jr.
Molter, David K.
Morrow, Henry L.
Mullins, Earl Gene
Newton, James L.
Nisbet, Walter J.
Nixon, Steve T.
Nunn, Joe Parks
O'Neal, Philip Wilson
Ormand, Gerry Pauline
Parker, Carl E.
Parker, Charles Harold
Peterson, Thomas C.
Peterson, Russell F.
Phillips, Warren E.
Pitman, Leon S., Jr.
Pope, Clarence A.
Prather, Jerry C.
Prim, William S.
Ramsey, James C.
Randall, John L.
Rankin, Ralph
Rash, Henry F.
Reichard, Carolyn Louise
Rigas, Lambros K.
Rimmer, William W.
Ritchie, Henry J.
Roberts, Thomas C.
Ross, Lloyd C.
Ross, Walter D., Jr.
Rowe, Crayton E., Jr.
Sasser, Lois Estridge
Scherzinger, John E.
Senn, William E., Jr.
Setter, Martin J.
Shaw, James B.
Sherrill, James Edgar, Jr.
Sherrill, Martin J.
Shute, Joseph Kirkland
Sifford, John W., Jr.
Spake, L. A.
Stimpson, James Q.
Stimpson, Betty Jean
Stutts, Glenn W.
Sykes, George B.
Tate, James Paul
Taylor, Robert Lewis
Thomas, James W., Jr.
Thomas, Reece W.
Turner, Ralph
Tweed, Louise S.
Vaughn, Donald Lee
Venable, Harry M., Jr.
Walker, Joseph W.
Walker, Sara Camille
Waller, Jean Anne
Ward, Robert P., Jr.
Watts, Robert H.
Weld, John Phillip
Wright, Paul William
Whitcher, Scott
Young, Fred Caldwell
Youngblood, Mary Ellen

SPECIAL STUDENTS

Anderson, Gladys L.
Armstrong, Henry H.
Barnett, Joseph L.
Baucom, Louis E.
Blackmer, Lillian M.
Blackwelder, Alice N.
Brissie, William T.
Carothers, Julia P.
Cooper, Quentin
Cox, Jesse T.
Davison, Bertha
Dobson, Odell F.
Elkins, John Wm.
Elliott, Charles S.
Eudy, Aileen J.
Finch, Paul
Finlayson, William B.
Fleenor, Nelle L.
Frye, Vera L.
Funderburk, Cletus T., Jr.
Funderburke, Marvin T.
Godley, Rosa M.
Goodman, Ruth
Goodwin, Florence C.
Graham, Minnie E.
Green, William I.
Grier, Alice L.
Henderson, Clara E.
Henry, Betty Adele
Henry, Esther G.
Hinson, Grace M.
Horne, Joel A.
Houser, Ruth E.
Howard, Bernice M.
Hulsart, Robert M.
Jones, Rose K.
Klouse, Joseph K.
Lammers, Robert S.
Lawrence, Clara B.
Locke, Mabel D.
McCachren, George E.
McLaughlin, Maye
McLurkin, Pauline B.
Mason, Lawrence M.
Metler, Mary M.
Morrison, Anna J.
Motley, Janice R.
Newell, Jack F.
Norris, Edith W.
Pope, Katherine Ann
Ridgely, Kathryn
Russell, Herbert D.
Sansom, Blanche C.
Scappucci, Domenico Luigi
Smith, Lavinia K.
Snyder, Doris L.
Stephens, Burt
Walker, Margaret W.
Wall, Mary E.
Washington, Julia M.
Williams, Charles L., Jr.
Williamson, Ethel F.
Wilson, Charles K.
Winstead, Opal W.
Yates, Mattie Mae
Yongue, Cleo A.

SUMMARY OF STUDENT ENROLLMENT FOR 1949-1950

Sophomores		87
Freshmen		192
Special Students		66
Adult Education		374
Driver Education	127	
Teacher Course in Driver Education	30	
English 1b (Banking)	41	
Estimating (Heating, Building, Electrical)	61	
Horticulture	8	
Industrial Management	44	
Interior Decoration and Sewing	15	
Woodworking	31	
Insurance	17	
	374	
TOTAL		719

Admission granted ....

Application for Admission to Charlotte College

for .... Quarter, 19........

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

Mr.
NAME Miss .... Race ....
Mrs. (Last) (First) (Middle)

Address .... Phone ....
(Street or R.F.D.)

....
(Post Office) (State)

1. Place of birth .... Date of birth ....
2. If not a native of North Carolina, when did you become a resident?
   ....
3. Name of father, mother, or guardian ....
4. If married and living with husband (or wife) give his (or her) name
   ....
5. Do you have children? If so, give number, sex, and age
   ....
6. Church membership? If not a church member, denomination preferred ....
7. High school and other colleges attended:

Name of school	Location	Dates of Attendance	Graduation
1.	....	....	....
2.	....	....	....

8. If you are not a high (or prep) school graduate, how many college entrance units can you present? .... What was last year you were in school? .... (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran? .... If so have you applied for a Certificate of Eligibility from the Veterans Administration? .... (Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school ....
11. Do you plan to complete the work for a college degree? .... At what institution? ....
12. Course desired (Liberal Arts, Commerce, Merchandising, etc.)
    ....
13. Have you decided on a life's work? .... If so, what? ....

Signature .... Date ....

Charlotte
COLLEGE

1949

CATALOG
1951-1952

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

A Two-Year Junior College
offering Instruction in
General Education,
Pre-Professional Training,
Vocational, Industrial, and
Community Education

1949

CATALOG
1951
1952

◆

CHARLOTTE, NORTH CAROLINA

Accredited by
The North Carolina State Department of Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

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CALENDAR OF EVENTS — 1951-1952

FALL QUARTER 1951

September 17	Placement Test
September 18	Registration
September 19	First Day of Classes
November 15	Carrousel Parade
November 22-25	Thanksgiving Recess
December 11	Last Day of Classes
December 12-14	Final Examinations
December 15	Christmas Vacation

WINTER QUARTER 1952

January 1	Registration of New Students
January 2	First Day of Classes
March 11	Last Day of Classes
March 12-14	Final Examinations

SPRING QUARTER 1952

March 15	Registration of New Students
March 17	First Day of Classes
April 11-14	Easter Vacation
May 27	Last Day of Classes
May 28-30	Final Examinations
June 1-2	Graduation Exercises

ADMINISTRATIVE ROSTER FOR 1950-1951

BOARD OF SCHOOL COMMISSIONERS

MR. R. M. MAULDIN, *Chairman*
MR. J. GORDON CHRISTIAN, JR.
MRS. FRANCES O. CLARKSON
MR. JAMES H. GLENN
MR. J. P. HOBSON
MR. FRANK O. ROBERTS
DR. HERBERT SPAUGH

OFFICERS OF ADMINISTRATION

DR. E. H. GARINGER	*Superintendent*
MR. JOHN M. DUNLAP	*Assistant Superintendent*
MISS DOUGLAS KENDALL	*Treasurer*
MISS BONNIE E. CONE	*Director*
MISS LUCILLE PUETTE	*Registrar*
MRS. HAZEL B. MULLINS	*Secretary*

ADVISORY COMMITTEE

MR. J. MURREY ATKINS, *Chairman*
MR. JAMES H. GLENN
DR. GEORGE D. HEATON
MR. W. A. KENNEDY
MR. JOHN PAUL LUCAS
MISS CHARLOTTE MOBLEY
MR. DICK YOUNG

FACULTY 1950-1951

ABELL, NANCY	B. S., Winthrop College	*Business*
BELL, CLAUDE A.	A.B., Western Kentucky State College M. Ed., University of Missouri	*Woodworking*
BLAIR, ROSANNAH G.	A.B., Dickinson College B.S., Columbia University School of Library Science	*Librarian*
CONE, BONNIE E.	B.S., Coker College A.M., Duke University	*Mathematics*
DENNY, MARY R.	A.B., Salem College A.M., Duke University	*English*

Donaldson, Jerome N. .... *Commerce*
A.B., East Carolina Teachers College
M.A., University of Kentucky

Edelman, Irving .... *Basketball*
A.B., M.A., Duke University

Eller, Frank .... *Physics*
A.B., Catawba College

Ellis, William Edwin .... *Driver Education*
A.B., Carson Newman

Fore, Mary S. .... *English*
A.B., Winthrop College
A.M., Columbia University

Fraser, Marion L. .... *English*
A.B., Winthrop College
A.M., University of South Carolina

Gilbert, Gay .... *Advertising Copy and Layout*
Peabody College
Graduate of Traphagen Art School

Grogan, Martha (Mrs. Dean) .... *Mathematics*
A.B., M.A., University of North Carolina

Harmon, Albert D. .... *Engineering Drawing*
B.S., North Carolina State College

Harwood, R. Frank .... *Commerce and Economics*
B.S., St. Louis University

Heckenbleikner, Herbert .... *Botany, Zoology, Geography and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Hoke, Roy E. .... *Psychology and Philosophy*
A.B., M.A., Franklin & Marshall
Ph.D., Johns Hopkins University

Hoyle, Frances B. .... *Spanish*
A.B., Woman's College University of North Carolina

Hoyle, Hughes B., Jr. .... *Mathematics*
A.B., A.M., University of North Carolina

Kennedy, John .... *Public Speaking*
B.S., Harvard University
A.B., Cambridge University
LL.D., University of North Carolina

Lafferty, Oma C. .... *Sociology*
A.B., Tulane University
A.M., University of Chicago

Macy, Pierre .... *French*
Baccalaureat, Universite de Nancy
Licence, Universite de Dijon
Doctorat, Universite de Paris

MASTERSON, MRS. DORTHY .... *Public Speaking*
Brookfield College of Speech
Perry Mansfield Theater Work Shop

MOODY, GLENN .... *Photography*
Fred Archer School of Photography

ODOM, CORA .... *Business*
A.B., Columbia College

PRIVETTE, EARNEST .... *Shorthand*
B.S., East Tennessee State College

PUETTE, LUCILLE .... *Business*
A.B., Randolph Macon Woman's College
A.M., Duke University

WARDLAW, MRS. HELEN CRAIG .... *Business*
B.S., Winthrop College
M.S., Columbia University

WATSON, FLORA MAE .... *Mathematics*
A.B., Winthrop College

WILSON, JAMES C. .... *Engineering Drawing*
B.S. Mechanical Engineering, University of Tennessee

WINNINGHAM, EDYTH F. .... *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study. The college offers courses in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances are provided from funds other than taxes. In the event of insufficient revenue from the above sources, the measure authorizes a special election to provide a tax of not more than five cents on the $100.

In the 1950-1951 session, the second year under new sponsorship, Charlotte College reached a total enrollment of 790 individuals, including

519 students in non-college credit courses and 271 in regular college classes. The college has a faculty of thirty-one full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 133,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less that a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 11,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 1,000 volumes of its own, subscribes to twenty periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In addition to counseling by individual subject instructor, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at the Charlotte College in curricula leading to degrees are transferrable to senior colleges and universities.

VETERANS EDUCATION

The Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 (Federal Educational Rehabilitation Program) and Public Law 346 (Servicemen's Readjustment Act) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter the Charlotte College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institutes, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to the Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

The expenses for tuition, fees, books, and other necessary incidental supplies will be covered by the G. I. Bill of Rights. However, the veteran will be required to pay cash for tuition and books in the event that the Certificate of Eligibility and Entitlement is not in hand at the time of registration. After the certificate is presented to the Charlotte College a refund check will be issued to the veteran in accordance with the regulation of the Veterans Administration.

A veteran attending the Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from the Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign Language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Commerce 1, 21, 22
Botany 1, 41
Chemistry 1, 2,
Commerce 71
Geography 38
Geology 41, 42
Homemaking 1, 2, 3, 4, 22
Office Machines 21
Physics 24, 25

The courses carrying the $10.00 laboratory fee are as follows:
Chemistry 31, 41, 42.

Student Activity Fee

A student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college

athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies and a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit in the Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at the Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A	Excellent—3 quality points per quarter hour credit
B	Good—2 quality points per quarter hour credit
C	Fair—1 quality point per quarter hour credit
D	Barely passed—0 quality points per quarter hour credit
F	Failed—Minus 1 quality point per quarter hour credit
I	Work incomplete—0 quality points per quarter hour credit
W	Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in the Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at the Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; and four Student Council Representatives, two from the freshman class and two from the sophomore class. The function of these school officers includes serving the student body in every possible way, forming certain committees vital to the student government program, and formulating, with the students' approval, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, teas, and receptions, will be provided.

MUSIC

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

DRAMATICS

The Dramatics Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomime, acting, lighting, scenery, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the fields of dramatic art.

PUBLICATIONS

Newspaper

To provide information for all persons interested in the Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at the Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	10

***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

COMMERCE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6

Choose one:	
*French 3-4	
*Spanish 3-4	10

*Commerce students planning to transfer to the University of North Carolina must pass a test of reading knowledge administered at the University of North Carolina or continue with courses 21-22.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10

Choose two:	
Commerce 51	
Psychology 1	
Commerce 71	
Political Science 41	10

Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

PRE-ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	15
Engineering Drawing, M.E. 101-102-103	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Choose one:	
English 3-4 or 6 or 8	
Economics 31-32	10

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) take the regular liberal arts course.

(2) take the regular commerce cource.

PRE-MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15

Choose one:	
French 21-22	
Spanish 21-22	10

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Commerce 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10

SECOND YEAR

English 3-4 or 5-6	10
Commerce 21-22	10
Economics 31-32	10
Political Science 41	5
Commerce 51	5
Elective	5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Commerce 1	5

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†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

SECOND YEAR

Business English 21	5
Shorthand 21-22	10
Typewriting 21-22	10
Commerce 21-22	10
Office Machines 21	5
Office Practice 22	5

HOMEMAKING (Terminal)

FIRST YEAR

English 1-2	10
Political Science 41	5
Zoology 1	5
Homemaking 1-2	10
Homemaking 3-4	10
Homemaking 5	5

SECOND YEAR

English 3-4 or 5-6	10
Psychology 1	5
Homemaking 21	5
Sociology 53	5
Homemaking 22	5
Homemaking 23	5
Homemaking 24	5
Homemaking 25	5

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics 1	5
Business Mathematics 1	5
Psychology 1	5
Commerce 3	5
Commerce 4	5
Commerce 5	5
Commerce 6	5

Typewriting 1 required for students not proficient

SECOND YEAR

English 9	5
Economics 21	5
Economics 31-32	10
Business English 21	5
Commerce 23	5
Commerce 24	5
Commerce 26	5
Commerce 31	5

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	15
Engineering Drawing, M. E. 101-102-103	6

SECOND YEAR

Business English 21	5
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	5
Machine Shop 21	5
Psychology 1	5
Elective	5

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season, aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

COMMERCE

Commerce 1: (5) Introduction to Accounting.

Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Commerce 3: (5) Advertising. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Commerce 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Commerce 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Commerce 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management. merchandise control, buying, pricing, and ethical standards in retailing.

Commerce 21-22: (5 each) Accounting Principles, Prerequisite: Commerce 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization. both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Commerce 23: (5) Advertising Copy and Layout. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Commerce 24: (5) Sales Management. A policy-level program to tackle distribution and management problems.

Commerce 26: (5) Merchandise Information. A study of source, development, and use of information which tends to promote more efficient marketing. Application of information to consumers' and salespersons' needs.

Commerce 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Commerce 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

Commerce 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students.

ECONOMICS

Economics 1: (5) Economics of Marketing. A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middleman), channels of distribution, buying motives, cost of distribution.

Economics 21: (5) Advanced Economics of Marketing. This course offers a close view of marketing functions, distribution, price, and brand policies, and an evaluation of marketing cost.

Economics 31-32: (5 each) General Economics.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

Business English 21: (5) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.
Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.
Conducted in French as much as possible.
Collateral reading of two novels. Book reports.
Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.
Collateral reading of two French classical works. Book reports.
Prerequisite: French 21 or the equivalent.

French C 1: (5) Intermediate Practical French Conversation.
The student's self-expression in easy everyday French is gradually developed through this course.
Conducted mostly in French.
Collateral reading of a book. Book report.
Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 2: (5) Practical French Conversation.
Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles.
Conducted in French.
Collateral reading of a book. Book report.
Prerequisite: French C 1 or the equivalent.

French C 3: (5) Advanced French Conversation.
Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French.
Conducted in French. Collateral reading of two books. Book reports.
Prerequisite: French C 2 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HOMEMAKING

Homemaking 1: (5) Foods. Family meals are prepared and served as a basis for the study of foods. Fundamental cookery processes and the value of skills and technique in relation to scientific aspects of cooking are considered. Recipes are analyzed, standards for products are studied. and some experience in marketing is provided.

Homemaking 2: (5) Foods. Prerequisite: Homemaking 1. The course is concerned with the more advanced study of planning, buying, preparing, and serving family meals. Fundamental principles of cookery and the value of skills and techniques in meal management are emphasized. Menus are planned and recipes analyzed in relation to the food needs of the family.

Homemaking 3: (5) Clothing Construction. The clothing needs of the various members of the family are studied. A study is made of commercial patterns as they are used in family sewing. Textile study of the usual materials in family sewing is carried on. Actual construction of garments is a part of the course.

Homemaking 4: (5) Clothing Construction. Prerequisite: Homemaking 3. Commercial patterns are studied and simple clothing details for original effects are designed. Two or more garments, including one made-over garment, are constructed with emphasis on general appearance and construction details.

Homemaking 5: (5) Household Economics. In this course there will be a study of budgets, household accounts, insurance and savings plans, inventories, and home files.

Homemaking 21: (5) Interior Decoration. Principles of design as applied to planning interior decoration in homes are studied. A study is made of present-day trends in material and furniture. Elevations and perspectives of interiors in black and white or color are made for different kinds of rooms in a variety of homes. Opportunity is given for special problems in planning.

Homemaking 22: (5) Tailoring. Prerequisites: Two years' credit in high school clothing or Homemaking 3-4. Problems in fitting, construction, and finishing of tailored garments with emphasis on the relation between design and fabric choices.

Homemaking 23: (5) Child Care. Pre-natal, infant, and child care are studied with special emphasis placed on applied child psychology in relation to problems of child training.

Homemaking 24: (5) Home Nursing. One aim of this course is the preservation of health through understanding the relationship between health and habits of cleanliness and the principles of prevention and

control of disease. Training is given in the care of the sick under home conditions and according to the directions of a physician. Normal problems of the home such as care of a baby, of a growing child, and of the aged are considered.

Homemaking 25: (5) Landscape and Garden Planning. A study is made of shrubs and plants and how they may be used to achieve unity of house and grounds through planned planting. Experiences in various methods of propagation are provided and plans are made for vegetable and flower gardens under various soil and climatic conditions. Visits are made to gardens and practical experiences in landscape and garden planning are provided.

MATHEMATICS

Mathematics A: (0) Plane Geometry. Five hours a week.

Mathematics G: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1 :(5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

Social Science 2: (5) A study of contemporary civilization during the past century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.
Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.
Study of the geography, history, customs and culture of the Spanish people.
Conducted in Spanish whenever advisable.
Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.
Conducted in Spanish as much as possible.
Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in Spanish.
Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 1: (5) Intermediate Practical Spanish Conversation.
The student's self-expression in easy everyday Spanish is gradually developed through this course.
Conducted mostly in Spanish.
Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 2: (5) Practical Spanish Conversation.
Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.
Conducted in Spanish.
Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 1 or the equivalent.

Spanish C 3: (5) Advanced Spanish Conversation.
Informal group conversation and discussion as for Spanish C 2. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.
Conducted in Spanish.
Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 2 or the equivalent.

TECHNICAL TRAINING

Electricity 21: (5) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (5) Practice on bench metal work, general machine shop practice including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites and most of them give no college credit either for graduation or transfer.

The Visual Arts Today: (2) A course designed to provide a conversant knowledge and a familiarity with the Visual Arts, painting, sculpture, architecture, and the minor arts, for the purpose of personal enrichment and satisfaction. To provide acquaintanceship with these arts, as the most significant record of the growth and development of the cultures of the world, with particular attention to the implications found in the contrasts and analogies with today's society, culture, and life.

Accounting: The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

Shorthand: Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

Typewriting: Keyboard drills; paragraph practice; typing of short letters. Advanced—Remedial practice for accuracy and speed.

Business Machines: This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

Driver Education: The six weeks' course consists of eight classroom periods and fifteen hours of on-the-road training in a dual control car. Two additional hours are included for the drivers state test.

Teacher Course in Driver Education: A forty hour course is offered in driver education to high school teachers desiring to qualify as high school instructors in this subject. Attendance and successful completion of this five day course will qualify teachers to conduct student courses in driver education including practice driving.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure, etc. This course carries American Institute of Banking credit.

English for Foreign Born Students: This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

Building Estimating (Frame, Masonry, & Steel): This course provides instruction in estimating materials and labor for residences and buildings, and covers all estimating processes using practical examples.

Blueprint reading and mathematics used by estimators are explained, and detailed work on actual plans is undertaken. The course consists of 45 hours of instruction and work in building estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Electrical Estimating: This course provides an application of the principles and techniques used in preparing an estimate for the installation of an electrical system. It consists of 45 hours of instruction and work in electrical estimating and 15 hours of instruction in subjects common to all phases of the building trades.

Heating Estimating: This course provides instruction in estimating of materials and labor for installation of complete heating systems in residences and buildings. It consists of 45 hours of instruction and work in heating estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Plumbing Estimating: The estimating of materials and labor for the installation of complete plumbing systems in residences and buildings. Estimates will be made from working examples. This course will also consist of 45 hours of instruction and work in plumbing estimating, and 10 hours of instruction in subjects common to all phases of the building trades.

Horticulture: This course consists of one hour lecture and a two hour field trip per week for a period of ten weeks. Lawn planting and care, principles of pruning, planting and transplanting of shrubs and trees, and the selection of suitable plants for various ornamental purposes are some of the subjects studied and discussed in this course.

Industrial Management: This course meets two hours per week for a period of eight weeks. Subjects considered are enterprise and industrial organization, the enterprise system, markets and distribution, production problems, job standards and evaluations, time and wage incentives, costs and cost control, management practice and policies.

Introductory Industrial Psychology: The purpose of this course is to give the basic principles of psychology and indicate how they can be used to increase efficiency in production in industry.

Psychological Tests in Industry: The purpose of this course is to develop an appreciation and an understanding of individual differences of industrial employees, using standard testing instruments and basic statistical procedures to help attain this objective. This knowlede is of special value in selecting the right man for a particular job, in deciding who should be promoted, who should be transferred to another job, as well as in deciding who should be offered training courses or counseling.

Industrial Purchasing: This course is a study of basic procurement principles and policies and actual case problems. It is designed for the personnel of purchasing departments of industrial concerns.

Insurance: This course follows the pattern of the American Institute for Property and Liability Underwriters, Inc. and will prepare those enrolled for examinations leading toward the professional designation of "Chartered Property Casualty Underwriters."

Interior Decoration: This course considers the problems of furnishing and decorating homes in artistic fashion. The class meets two hours per week for a period of ten weeks.

International Relations: A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

Photography: Instruction will be offered in composition of a photograph, development of negatives, making prints, functional parts of the camera, proper lighting technique and pictorial composition. Professional laboratory equipment will be available for student use during the entire period.

Public Speaking: This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating, etc. In addition, individual student problems will be considered.

Sewing: This course consists of practical instruction in alterations and in the making of new garments. The class meets two hours per week for a period of ten weeks.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

JUNE 4, 1951

BUSINESS ADMINISTRATION

John Starr Bindeman
Newton Alexander Smith

COMMERCE

Hugh Hall Adams
William Enos Senn, Jr.

PRE-ENGINEERING

Wyatt Gallant Bell
Fred Caldwell Young
Everette Franklin Kennedy

LIBERAL ARTS

David Bryson Cash
Carole Hinson
Rex Reynolds Huntley
Harry Suther Kirk
Frank Buckner Mallonee, Jr.
Carolyn Louise Reichard

MERCHANDISING

Edward McCoy Douglas
Raymond Miller Gahagen
William Norman Hayes
Herman Avery Lawing
Brooks Mayfield
Richard Terrell Meek

PRE-MEDICINE

Clingman Benton Long, Jr.
Brice Cochran McLaughlin

SOPHOMORES 1950-1951

Adams, Hugh H.
Atkinson, Leon N.
Bell, Wyatt G.
Bindeman, John S.
Brewer, Edward G.
Brown, Leighton P.
Butler, Thurman H.
Cantrell, Joseph R.
Carmichael, James R.
Cash, David Bryson
Clark, Albert F., Jr.
Cottier, Alton J.
Davis, Horace, Jr.
Douglas, Edward M.
Epting, Ronald V.
Flowe, Nancy F.
Gahagen, Raymond M.
Gamble, Charles T.
Gamble, John F.
Gettle, Donald W.
Hager, Nancy D.
Hayes, William N.
Hinson, Carole
Holder, Russell
Hunsucker, John E.
Huntley, Rex R.
Johnson, John C.
Jones, Roberta M.
Kennedy, Everette F.
Kerr, Louis C.
Kirby, Garland R.
Kirk, Harry S.
Kirkpatrick, Fleet
Krauss, Frank III
Lawing, Herman A.
Long, Clingman B., Jr.
McIntosh, Carleen R.
McLaughlin, Brice C.
Mallard, Gordon W., Jr.
Mallonee, Frank B.
Mayfield, Brooks
Meek, Richard T.
Miller, Luther R.
Mills, Thomas E.
Milner, William H.
Morrow, Henry L.
Moseley, Robert T.
Nichols, Isham B.
Nisbet, Walter J.
Parker, Charles H.
Reichard, Carolyn L.
Ross, Lloyd C.
Rowe, Crayton E., Jr.
Senn, William E., Jr.
Sherrill, Martin J.
Smith, Newton A.
Stewart, Jack
Turner, Earnest R., Jr.
Walker, Sara C.
Whitehurst, Terry A.
Williams, James B.
Woodruff, Ralph J.
Young, Fred C.

FRESHMEN 1950-1951

Adams, Xanie R.
Allen, Walter A.
Alexander, Charles L.
Alexander, Marian Rue
Anderson, John W.
Armstrong, Charles S.
Ashe, Jesse B., Jr.
Austin, Ronald C.
Balko, Inez W.
Barker, Dallas V.
Barkley, Edwin R.
Beatty, Henry F.
Bernhardt, Albert, Jr.
Berryhill, Robert A.
Blair, Robert L.
Blair, Warren D.
Booker, Harry C.
Bridges, Kenneth M., Jr.
Brown, John W.
Burvis, Ausma R.
Burvis, Mintauts
Burvis, Velta
Butler, William E.
Campbell, George M.
Carrier, Glass B., Jr.
Carson, Ray A.
Carter, George M.
Carter, Harold B., Jr.
Cashion, Robert J.
Cater, Haskell, Jr.
Cathey, James J.
Chamis, Nick G.

Cockman, James W.
Collins, William H.
Conrad, Jo Ann
Cornell, James F.
Costner, James R., Jr.
Cox, Neva
Craddock, Robert N.
Crayton, Billie L.
Dangler, Betty M.
Darwish, Darwish I.
Davis, Richard W.
DeRoberts, Sam J.
Douglas, Cecil R.
Economides, Chris, Jr.
Economos, Gus M.
Edmonds, Oren R.
Ernest, Cecil G.
Estridge, Robert G.
Farley, Arthur C., Jr.
Ferguson, Billy R.
Finnigan, Mary M.
Fisher, Perry
Fisher, Joel, Jr.
Futrelle, Emmett E.
Fulmer, Dick
Gaither, Dent T.
Godfrey, Steve E.
Gold, Sue B.
Golightly, Horace H.
Gordon, William G.
Gray, William T.
Griffin, Jack M.
Grogg, John H., Jr.
Ham, Walter T., Jr.
Harkey, Jack W.
Harrison, Aaron W., Jr.
Harrison, Hutchison E.
Hatley, Vann M.
Hatley, William R., Jr.
Heffner, August J.
Helms, James A.
Holladay, Jerry B.
Holland, Clarence D., Jr.
Holmes, B. Lane
Hoppe, Howard A.
Horton, Donald B.
Houston, William A.
Huffstetler, James P.
Hunt, Norman F., Jr.
Hunter, Edward R.
Huss, William W., Jr.
Isaccs, Robert L.
James, Jimmie M.
James, Walter T., Jr.
Juhan, Edna C.
Kendall, David L.
Kendrick, Ben J.
Kimble, Robert L.
King, George D.
Kistler, Robert J.
Kroh, Leslie R.
Laughter, Harvey R.
Lefler, George N.
Leventis, George P.
Lewis, John G.
Lindsay, Robert V.
Long, John H.
Lutes, Reed W.
Lynch, Norman S.
McCready, Aaron L., Jr.
McIlroy, Dorsey W.
McKnight, Velma V.
McSheehan, Harriet
McWhirter, Jimmy P.
Mahaley, Moses S.
Maydanis, Peter N.
Merritt, Jimmie A.
Metler, Mary M.
Michaels, Basil J.
Mihalic, Josephine M.
Miller, Tommy C.
Mock, James H.
Moore, Gene R.
Mullins, Earl G.
Nixon, Demetrios T.
Norman, Jack D.
Palmer, William C.
Parham, Lewis H., Jr.
Parnell, James R.
Patterson, Anne L.
Patterson, Robert R., Jr.
Peake, Walter H.
Pearson, James E.
Peeler, Douglas L.
Pitman, Leon S., Jr.
Poston, Joseph F., Jr.
Pressley, Charles P., Jr.
Prince, Fred L.
Pritchard, Joe P.
Proctor, Bennett Jackson
Propst, James P.
Quinn, Barbara L.
Rankin, Ralph G.
Rawlins, Emory M., Jr.
Ray, Velma V.
Reames, Eddie L.
Reid, Patsy R.
Rice, Bertha I.
Rigas, Lambros K.
Rimmer, William W.
Ritch, Gene K.
Roberts, Thomas C.
Roddy, John
Ross, Walter D., Jr.
Schoner, Robert W.
Shanklin, Walton
Sifford, John W., Jr.
Snuggs, Jay L.
Sorrow, Henry C.
Spake, Joan E.
Spake, L. A., Jr.
Spearman, William W.
Spencer, Marion D.
Stallings, Walter S., III
Starnes, Linda L.
Stenberg, Robert F.

Stephens, Arial A.
Stephens, James E.
Stevenson, Buel J.
Stutts, Glenn W.
Tate, James P., Sr.
Taylor, Edward F.
Taylor, Robert L.
Teetor, Grover W.
Toole, Douglas L.
Treece, Ben C.
Vaughn, Donald L.
Venable, Harry M., Jr.
Walker, Joseph W.
Ward, Clarence W.
Ward, Morgan S., Jr.
Wheless, Jimmie J.
Wright, James H., Jr.
Womack, Hubert A., Jr.
Zeller, James J.

SPECIAL STUDENTS 1950-1951

Anderson, Gladys L.
Christenbury, Plase M., Jr.
Ebersole, Wilma G. (Mrs.)
Finlayson, Carl M.
Garr, Gloria E.
Graham, Minnie
Griffin, Elliott H.
Hamrick, Rosina E.
Henry, Esther G.
Jenkins, William M., Jr.
Jones, Robert C.
Killgrove, William T.
Lanier, Rebecca R.
McCall, Faye E.
McNamee, James B.
Martin, Elizabeth
Miller, Edna T.
Morris, Robert E.
Moss, Frances A.
Norris, Edith W.
Reynolds, Martha H.
Sawyer, Margaret F.
Snyder, Margaret D.
Stallworth, Florence
Talbert, Beatrice
Thomas, Doris J.
Whitcher, Scott
Whitsett, Lemuel D.
Williams, Ethel F.
Wike, Eva
Youngue, Cleo A.

SUMMARY OF STUDENT ENROLLMENT FOR 1950-1951

Sophomores		63
Freshmen		177
Special Students		31
Adult Education		519
Business Education		
Accounting	16	
Business Machines	16	
Shorthand	38	
Typewriting	36	
Driver Education and Training	156	
English for the Foreign Born	73	
Estimating		
Building	38	
Electrical	11	
Heating	15	
Plumbing	8	
Industrial Psychology		
Psychology 200	28	
Psychology 337	7	
Industrial Purchasing	21	
International Relations	7	
Photography	5	
Public Speaking	12	
Woodworking	32	
	519	
TOTAL		790

Admission granted........................ ....

Application for Admission to Charlotte College

for..Quarter, 19.......

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

Mr.
NAME Miss.. Race..................
Mrs. (Last) (First) (Middle)

Address.. Phone..................
(Street or R.F.D.)

....
(Post Office) (State)

1. Place of birth .... Date of birth ....
2. If not a native of North Carolina, when did you become a resident?
....
3. Name of father, mother, or guardian..
4. If married and living with husband (or wife) give his (or her) name
....
5. Do you have children? If so, give number, sex, and age
....
6. Church membership?.............................. If not a church member, denomination preferred..
7. High school and other colleges attended:

	Name of school	Location	Dates of Attendance	Graduation
1.	....	....	....	....
2.	....	....	....	....

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?...................... What was last year you were in school? . (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran? . If so have you applied for a Certificate of Eligibility from the Veterans Administration?............ (Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school...
11. Do you plan to complete the work for a college degree? .... At what institution?..
12. Course desired (Liberal Arts, Commerce, Merchandising, etc.)
....
13. Have you decided on a life's work? If so, what? ....

Signature.. Date........................

Charlotte

COLLEGE

CATALOG

1952-1953

HARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

A Two-Year Junior College
offering Instruction in
General Education,
Pre-Professional Training,
Vocational, Industrial, and
Community Education

1949

CATALOG
1952
1953

◆

CHARLOTTE,
NORTH CAROLINA

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

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CALENDAR OF EVENTS — 1952-1953

FALL QUARTER, 1952

September 22	Placement Test
September 23	Registration
September 24	First Day of Classess
November 27-30	Thanksgiving Recess
December 12	Last Day of Classes
December 15-17	Final Examinations
December 18	Christmas Vacation

WINTER QUARTER, 1953

January 3	Registration of New Students
January 5	First Day of Classes
March 16	Last Day of Classes
March 17-19	Final Examinations

SPRING QUARTER, 1953

March 21	Registration of New Students
March 23	First Day of Classes
April 3-6	Easter Vacation
June 2	Last Day of Classes
June 3-5	Final Examinations
June 7-8	Graduation Exercises

ADMINISTRATIVE ROSTER FOR – 1952-53

BOARD OF SCHOOL COMMISSIONERS

Mr. R. M. Mauldin, *Chairman*
Mrs. R. T. Bellows
Mr. J. Gordon Christian, Jr.
Mr. James H. Glenn
Mr. J. P. Hobson
Mr. Frank O. Roberts
Dr. Herbert Spaugh

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Mr. John M. Dunlap	*Assistant Superintendent*
Miss Douglas Kendall	*Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Lucille Pruette	*Registrar*
Miss Joyce Dunn	*Secretary*

ADVISORY COMMITTEE

Mr. J. Murrey Atkins, *Chairman*
Mrs. Charlotte M. Creighton
Mr. James H. Glenn
Dr. George D. Heaton
Mr. W. A. Kennedy
Mr. John Paul Lucas
Mr. Dick Young

FACULTY – 1951-1952

Abell, Nancy *Business*
B.S. Winthrop College

Bell, Claude A. *Woodworking*
A.B. Western Kentucky State College
M. Ed., University of Missouri

Blair, Rosannah C. *Librarian*
A.B. Dickinson College
B.S. Columbia University School of Library Science

Cone, Bonnie E. *Mathematics*
B.S. Coker College
A.M. Duke University

Crutchfield, Katherine *Business*
B.S.S.A. Womans College, University of North Carolina

Denny, Mary R. *English*
A.B. Salem College
A.M. Duke University

Edelman, Irving *Basketball*
A.B., M.A. Duke University

Eller, Frank *Physics*
A.B. Catawba College

Ellis, William Edwin *Driving Education*
A.B. Carson Newman

Fore, Mary S. *English*
A.B. Winthrop College
A.M. Columbia University

Fraser, Marion L. *English*
A.B. Winthrop College
A.M. University of South Carolina

Harrison, Jane *Business*
A.B. Randolph Macon Womans College
A.M. Indiana University

Harwood, R. Frank *Commerce and Economics*
B.S. St. Louis University

Hechenbleikner, Herbert *Botany, Zoology and Geology*
A.B. University of North Carolina
A.M., Ph.D. Harvard University

Hoyle, Frances B. *Spanish*
A.B. Womans College, University of North Carolina
A.M. New York University

Kennedy, John .... *Public Speaking*

B.S. Harvard University
A.B. Cambridge University
LL.D. University of North Carolina

Lafferty, Oma C. .... *Library*

A.B. Tulane University
A.M. University of Chicago

Lynch, Herbert .... *Management Teachniques*

B.S. North Carolina State College
Ph.D. New York University

Macy, Pierre .... *French, Spanish*

Ph.D. University of Paris

Mock, Sara .... *Shorthand*

A.B. Winthrop College

Privette, Ernest .... *Shorthand*

B.S. East Tennessee State College

Puette, Lucille .... *Chemistry*

A.B. Randolph Macon Womans College
A.M. Duke University

Scott, H. A. Jr. .... *Psychology*

A.B. Duke University

Tiddy, Deanne B. .... *Shorthand*

B.S. Queens College

Tinkham, Mark .... *Physics*

A.B. University of North Carolina

Wall, Helen Ann .... *Art*

A.B. Womans College, University of North Carolina
A.M. Womans College, University of North Carolina

Waters, Patricia .... *Business*

B.S. Coker College

Watson, Flora Mae .... *Mathematics*

A.B. Winthrop College

Whedon, Parker .... *Business Law*

LL.B. University of North Carolina

White, Jane O. .... *Mathematics*

A.B. Vanderbilt University

Wilson, James C. .... *Engineering Drawing*

B.S. Mechanical Engineering, University of Tennessee

Winningham, Edyth F. .... *Social Science and Political Science*

A.B. University of North Dakota
A.M. University of North Carolina

Woodford, Elaine .... *Business Machines*

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study. The college offers courses in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances are provided from funds other than taxes. In the event of insufficient revenue from the above sources, the measure authorizes a special election to provide a tax of not more than five cents on the $100.

In the 1951-1952 session, the third year under new sponsorship, Charlotte College reached a total enrollment of 786 individuals, including

463 students in non-college credit courses and 323 in regular college classes. The college has a faculty of thirty-three full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 133,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less that a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 11,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 1,125 volumes of its own, subscribes to twenty periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In addition to counseling by individual subject instructor, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at the Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

The Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter the Charlotte College should do the following:

1. File at the college office the following:
    (a) Application for admission completely filled out.
    (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institutes, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to the Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

Veterans in GI Bill training under Public Law 550 will receive an education and training allowance each month from the Government, to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and his school or training establishment, that he was enrolled in and pursuing his course during that period.

A veteran attending the Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them

vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from the Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign Language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year) (Required only for School of Engineering and Agricultural Engineering)	½ Unit
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22, 71
Botany 1, 41
Chemistry 1, 2,
Geography 38
Geology 41, 42
Homemaking 1, 2, 3, 4, 22
Office Machines 21
Physics 24, 25
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:
Chemistry 31, 41, 42.

Student Activity Fee

A student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college

athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to the Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further bsence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies and a student on scholastic probation forfeits the cuts which he might otherwise have been allowed or the quarter.

No student will be given credit in the Charlotte College for any ourse unless that student has attended at least 75 per cent of the total umber of classes in that quarter.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at the Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4	
*Spanish 3-4	10

*The elementary course, 1-2, may not be counted as part of the minimum requirements.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Choose two:	
Business Administration 5	
Business Administration 71	
Psychology 1	
Political Science 41	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at the Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A Excellent—3 quality points per quarter hour credit
B Good—2 quality points per quarter hour credit
C Fair—1 quality point per quarter hour credit
D Barely passed—0 quality points per quarter hour credit
F Failed—Minus 1 quality point per quarter hour credit
I Work incomplete—0 quality points per quarter hour credit
W Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in the Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at the Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; and four Student Council Representatives, two from the freshman class and two from the sophomore class. The function of these school officers includes serving the student body in every possible way, forming certain committees vital to the student government program, and formulating, with the students' approval, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, teas, and receptions, will be provided.

MUSIC

Choral ensembles offer all students an opportunity to participate in the study and performance of outstanding choral compositions for both large and small groups in various combinations of voices.

DRAMATICS

The Dramatics Workshop attempts to stimulate an interest in all phases of theatre work. Group discussions are held on the subjects of pantomime, acting, lighting, scenery, make-up, playwriting, and radio.

Emphasis is placed on the speech training of individual students and the exchange of ideas in the fields of dramatic art.

PUBLICATIONS

Newspaper

To provide information for all persons interested in the Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

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UNIVERSITY PARALLEL CURRICULA

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LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	10

***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4	
*Spanish 3-4	10

*The elementary course, 1-2, may not be counted as part of the minimum requirements.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Choose two:	
Business Administration 5	
Business Administration 71	
Psychology 1	
Political Science 41	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

PRE-ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	16
Engineering Drawing, M.E. 101-102-103	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Choose one:	
English 3-4 or 6 or 8	
Economics 31-32	10

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) take the regular liberal arts course.

(2) take the regular business administration course.

PRE-MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15

Choose one:	
French 21-22	
Spanish 21-22	10

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Business Administration 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10

SECOND YEAR

English 3-4 or 5-6	10
Business Administration 21-22	10
Economics 31-32	10
Political Science 41	5
Business Administration 5	5
Elective	5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Business Administration 1	5

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†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

SECOND YEAR

Business English 21	5
Shorthand 21-22	10
Typewriting 21-22	10
Business Administration 21-22	10
Office Machines 21	5
Office Practice 22	5

HOMEMAKING (Terminal)

FIRST YEAR

English 1-2	10
Political Science 41	5
Zoology 1	5
Homemaking 1-2	10
Homemaking 3-4	10
Homemaking 5	5

SECOND YEAR

English 3-4 or 5-6	10
Psychology 1	5
Homemaking 21	5
Sociology 53	5
Homemaking 22	5
Homemaking 23	5
Homemaking 24	5
Homemaking 25	5

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics 1	5
Business Mathematics 1	5
Psychology 1	5
Business Administration 3	5
Business Administration 4	5
Business Administration 5	5
Business Administration 6	5

Typewriting 1 required for students not proficient

SECOND YEAR

English 9	5
Economics 21	5
Economics 31-32	10
Business English 21	5

Choose 4:

Business Administration 23
Business Administration 24
Business Administration 26
Business Administration 31
Political Science 41-42
Geography 38
English 3-4
Social Science 1-2 20

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16
Engineering Drawing, M. E. 101-102-103	6

SECOND YEAR

Business English 21	5
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	5
Machine Shop 21	5
Psychology 1	5
Elective	5

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS ADMINISTRATION

Business Administration 1: (5) Introduction to Accounting.

Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Business Administration 3: (5) Advertising. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Business Administration 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Business Administration 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Business Administration 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Business Administration 21-22: (5 each) Accounting Principles, Prerequisite: Business Administration 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business Administration 23: (5) Advertising Copy and Layout. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Administration 24: (5) Sales Management. A policy-level program to tackle distribution and management problems.

Business Administration 26: (5) Merchandise Information. A study of source, development, and use of information which tends to promote more efficient marketing. Application of information to consumers' and salespersons' needs.

Business Administration 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Business Administration 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

Business Administration 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

ECONOMICS

Economics 1: (5) Economics of Marketing. A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middleman), channels of distribution, buying motives, cost of distribution.

Economics 21: (5) Advanced Economics of Marketing. This course offers a close view of marketing functions, distribution, price, and brand policies, and an evaluation of marketing cost.

Economics 31-32: (5 each) General Economics.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictoral drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

Business English 21: (5) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.
Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.
Conducted in French as much as possible.
Collateral reading of two novels. Book reports.
Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.
Collateral reading of two French classical works. Book reports.
Prerequisite: French 21 or the equivalent.

French C 4: (5) Intermediate Practical French Conversation.
The student's self-expression in everyday French is gradually increased through this course.
Conducted mostly in French.
Collateral reading of a book. Book report.
Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 5: (5) Practical French Conversation.
Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles.
Conducted in French.
Collateral reading of a book. Book report.
Prerequisite: French C4 or the equivalent.

French C 6: (5) Advanced French Conversation.
Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French.
Conducted in French. Collateral reading of two books. Book reports.
Prerequisite: French C5 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, he formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HOMEMAKING

Homemaking 1: (5) Foods. Family meals are prepared and served as a basis for the study of foods. Fundamental cookery processes and the value of skills and technique in relation to scientific aspects of cooking are considered. Recipes are analyzed, standards for products are studied, and some experience in marketing is provided.

Homemaking 2: (5) Foods. Prerequisite: Homemaking 1. The course is concerned with the more advanced study of planning, buying, preparing, and serving family meals. Fundamental principles of cookery and the value of skills and techniques in meal management are emphasized. Menus are planned and recipes analyzed in relation to the food needs of the family.

Homemaking 3: (5) Clothing Construction. The clothing needs of the various members of the family are studied. A study is made of commercial patterns as they are used in family sewing. Textile study of the usual materials in family sewing is carried on. Actual construction of garments is a part of the course.

Homemaking 4: (5) Clothing Construction. Prerequisite: Homemaking 3. Commercial patterns are studied and simple clothing details for original effects are designed. Two or more garments, including one made-over garment, are constructed with emphasis on general appearance and construction details.

Homemaking 5: (5) Household Economics. In this course there will be a study of budgets, household accounts, insurance and savings plans, inventories, and home files.

Homemaking 21: (5) Interior Decoration. Principles of design as applied to planning interior decoration in homes are studied. A study is made of present-day trends in material and furniture. Elevations and perspectives of interiors in black and white or color are made for different kinds of rooms in a variety of homes. Opportunity is given for special problems in planning.

Homemaking 22: (5) Tailoring. Prerequisites: Two years' credit in high school clothing or Homemaking 3-4. Problems in fitting, construction, and finishing of tailored garments with emphasis on the relation between design and fabric choices.

Homemaking 23: (5) Child Care. Pre-natal, infant, and child care are studied with special emphasis placed on applied child psychology in relation to problems of child training.

Homemaking 24: (5) Home Nursing. One aim of this course is the preservation of health through understanding the relationship between health and habits of cleanliness and the principles of prevention and

control of disease. Training is given in the care of the sick under home conditions and according to the directions of a physician. Normal problems of the home such as care of a baby, of a growing child, and of the aged are considered.

Homemaking 25: (5) Landscape and Garden Planning. A study is made of shrubs and plants and how they may be used to achieve unity of house and grounds through planned planting. Experiences in various methods of propagation are provided and plans are made for vegetable and flower gardens under various soil and climatic conditions. Visits are made to gardens and practical experiences in landscape and garden planning are provided.

MATHEMATICS

Mathematics A: (0) Plane Geometry. Five hours a week.

Mathematics G: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1 :(5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

RELIGION

Religion 1-2: (5 each) Survey of the Old Testament.

Religion 3: (5) The Gospels

Religion 4: (5) The Acts and the Epistles

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

Social Science 2: (5) A study of contemporary civilization during the past century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present ime.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a urvey of the field of sociology with special emphasis on the fundanental functions of society, the nature of culture, human nature, colective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the amily, distribution of wealth and income, labor and management reationships, race relations, health, crime, juvenile delinquency, insanity nd mental deficiency, social control, social planning, and democracy re investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.
Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.
Study of the geography, history, customs and culture of the Spanish people.
Conducted in Spanish whenever advisable.
Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.
Conducted in Spanish as much as possible.
Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in Spanish.
Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 4: (5) Intermediate Practical Spanish Conversation.
The student's self-expression in everyday Spanish is gradually increased through this course.
Conducted mostly in Spanish.
Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 5: (5) Practical Spanish Conversation.
Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.

Conducted in Spanish.
Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 4 or the equivalent.

Spanish C 6: (5) Advanced Spanish Conversation.
Informal group conversation and discussion as for Spanish C 2. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.
Conducted in Spanish.
Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 5 or the equivalent.

TECHNICAL TRAINING

Electricity 21: (5) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (5) Practice on bench metal work, general machine shop practice including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Elements of Human and Animal Biology. Four lectures and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites and most of them give no college credit either for graduation or transfer.

Accounting: The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

Shorthand: Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

Typewriting: Keyboard drills; paragraph practice; typing of short letters. Advanced—Remedial practice for accuracy and speed.

Business Machines: This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

Ceramics: The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry as well as pottery vessels is a part of the work. The use of plaster for making casts is also studied and practiced.

Driver Education: The six weeks' course consists of eight classroom periods and fifteen hours of on-the-road training in a dual control car. Two additional hours are included for the driver's state test.

Teacher Course in Driver Education: A forty hour course is offered in driver education to high school teachers desiring to qualify as high school instructors in this subject. Attendance and successful completion of this five day course will qualify teachers to conduct student courses in driver education including practice driving.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure, etc. This course carries American Institute of Banking credit.

English for Foreign Born Students: This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

Building Estimating (Frame, Masonry, & Steel): This course provides instruction in estimating materials and labor for residences and buildings, and covers all estimating processes using practical examples.

Blueprint reading and mathematics used by estimators are explained, and detailed work on actual plans is undertaken. The course consists of 45 hours of instruction and work in building estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Electrical Estimating: This course provides an application of the principles and techniques used in preparing an estimate for the installation of an electrical system. It consists of 45 hours of instruction and work in electrical estimating and 15 hours of instruction in subjects common to all phases of the building trades.

Heating Estimating: This course provides instruction in estimating of materials and labor for installation of complete heating systems in residences and buildings. It consists of 45 hours of instruction and work in heating estimating, and 15 hours of instruction in subjects common to all phases of the building trades.

Plumbing Estimating: The estimating of materials and labor for the installation of complete plumbing systems in residences and buildings. Estimates will be made from working examples. This course will also consist of 45 hours of instruction and work in plumbing estimating, and 10 hours of instruction in subjects common to all phases of the building trades.

French C1-2-3: Elementary practical French conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

French C4-5-6: Intermediate practical French conversation. The tudent's self-expression in everyday French is gradually increased hrough this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper nd magazine articles. Collateral reading.

Prerequisite: French C1, 2, 3, or the equivalent.

Iorticulture: This course consists of one hour lecture and a two hour ield trip per week for a period of ten weeks. Lawn planting and care. rinciples of pruning, planting and transplanting of shrubs and trees, nd the selection of suitable plants for various ornamental purposes are ome of the subjects studied and discussed in this course.

ndustrial Management: This course meets two hours per week for a eriod of eight weeks. Subjects considered are enterprise and industrial rganization, the enterprise system, markets and distribution, producon problems, job standards and evaluations, time and wage inentives, costs and cost control, management practice and policies.

ntroductory Industrial Psychology: The purpose of this course is to give e basic principles of psychology and indicate how they can be used increase efficiency in production in industry.

sychological Tests in Industry: The purpose of this course is to develop an appreciation and an understanding of individual differences of industrial employees, using standard testing instruments and basic statistical procedures to help attain this objective. This knowledge is of special value in selecting the right man for a particular job, in deciding who should be promoted, who should be transferred to another job, as well as in deciding who should be offered training courses or counseling.

Industrial Purchasing: This course is a study of basic procurement principles and policies and actual case problems. It is designed for the personnel of purchasing departments of industrial concerns.

Interior Decoration: This course considers the problems of furnishing and decorating homes in artistic fashion. The class meets two hours per week for a period of ten weeks.

International Relations: A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

Management Techniques: In this course special emphasis will be given to methods of cost reduction in business and industry. Techniques applicable to both office and plant will be stressed. These include work simplification, work measurement, incentive applications, wage and salary determination, and cost control.

Painting: This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique each person is encouraged to experiment and try many different variations in technique.

Photography: Instruction will be offered in composition of a photograph, development of negatives, making prints, functional parts of the camera, proper lighting technique and pictorial composition. Professional laboratory equipment will be available for student use during the entire period.

Public Speaking: This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating, etc. In addition, individual student problems will be considered.

Sewing: This course consists of practical instruction in alterations and in the making of new garments. The class meets two hours per week for a period of ten weeks.

Spanish C1-2-3: Elementary Practical Spanish conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

Spanish C4-5-6: Intermediate Practical Spanish conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Work Simplification: This course is a common-sense, non-technical approach to the elimination of unnecessary motions, wasted time, inefficient methods, and needless fatigue in jobs. It consists of a number of simple principles and the necessary "tools" which are used to analyze existing methods and indicate changes that will result in substantial increases in productivity, with resultant decreases in costs.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 2, 1952

BUSINESS ADMINISTRATION

Jerry Boggess Holladay
Luther Ray Miller
Fred Lafayette Prince
Bennett Jackson Proctor
William Warren Rimmer
Walter Scott Stallings III
Grover Whitson Teeter

LIBERAL ARTS

Leon Newell Atkinson
Warren Donald Blair
Louis Cook Kerr
Fleet Kirkpatrick
Harriet Ann McSheehan
Moses Stephen Mahaley, Jr.
Pete Nicholas Maydanis
Lambros Consantine Rigas
John Herman Rigsbee
Arial Avant Stephens
James Brascus Williams

MERCHANDISING

Joe Price Pritchard
Ralph Gray Rankin

PRE-MEDICINE

George Nathaniel Lefler

PRE-ENGINEERING

George Dewey King

SOPHOMORES 1951-1952

Atkinson, Leon Newell
Blair, Warren Donald
Boone, Andrew Truitt
Bridges, Kenneth Monroe
Butler, Thurman H.
Carmichael, James Ray
Carter, Frank P.
Crabbe, Nita
Crosland, Robert M.
Gray, William Thurman
Hartis, Henry G.
Holland, Clarence Day, Jr.
Holtzclaw, Charles W.
Hudson, Otis Donald
Hunsucker, John Elton
Huss, William W.
Jones, Roberta M.
Kerr, Louis Cook
King, George D.
Kirkpatrick, Fleet
Krauss, Frank, III
Laughter, Harvey R.
Lefler, George Nathaniel
Long, John Harleigh
Lutes, Reed W.
McCready, Aaron Lloyd, Jr.
McSheehan, Harriet Ann
McClure, William M.
Mahaley, Moses Stephen
Maydanis, Pete Nicholas

Mihalic, Josephine Monica
Miller, Luther Ray
Morrow, Henry L.
Palmer, William
Peake, Herbert
Pearson, James Elliott
Prince, Fred L.
Pritchard, Joe Price
Proctor, Bennett Jackson
Propst, James Pinckney
Rankin, Ralph Gray
Ray, Velma Victoria
Rigas, Lambros Constantine
Rimmer, William Warren
Shanklin, Almeron Walton
Stallings, Walter Scott, III
Stephens, Ariel A.
Teeter, Grover
Williams, James B.

FRESHMEN 1951-1952

Allen, Jimmy Dwight
Allen, William Lamar
Alexander, Benj. Tillman, Jr.
Armstrong, Charles Stanford
Ashe, Jesse Brown, Jr.
Atkinson, Charles Ray
Atkinson, James Harold
Baker, Connie Lloyd
Balko, Inez Walter
Barkley, Thomas Wesley
Barron, Branson B., Jr.
Bass, William Hardie
Beatty, Henry Francis
Bell, Andrew G.
Bell, Lamar Alton, Jr.
Blackburn, Joe Banford
Brandt, John Henry
Brewer, Louise Dunbar
Brice, Charles Bell, Jr.
Britt, Clarence C.
Brown, John William
Bryant, Venoy Lee
Caldwell, Margaret Elizabeth
Castanas, Nick James
Chase, Richard Byrd
Chamis, Nick George
Choate, Mary Isobel
Cleaver, Roger Glenn
Cole, G. Wesley, Jr.
Collier, William A.
Conrad, Jo Ann
Cornell, James Fraser
Costner, James Ray
Crayton, Billie Linwood
Crump, Donald Stroup
Dancy, Wanda Joyce
Dangler, Betty M.
Daniel, Earl Lindsey
Disher, John William
Duncan, Samuel J.
Dunlap, Claude Franklin
Edwards, James P.
Evans, Gladys G.
Faires, Melvyn Eugene
Falls, Laura Janet
Farley, Arthur C., Jr.
Farris, Arthur C.
Floros, Sula
Frye, Amy Naomi
Futral, Albert Clarkson
Gaither, Dent Turner
Gibbs, Hugh Madison, Jr.
Gilbert, Thomas Murray
Griffin, Joe Howard
Grogg, John Henry, Jr.
Hall, Jack Reid
Harbin, Frank B.
Harris, James Daniel
Hawkins, James Ralph
Hearn, Lamont Andrew
Hickman, Charles Wesley, Jr.
Heffner, August John
Hilton, Everette E.
Hodges, Mary Wellene
Holladay, Jerry Boggess
Holmes, Meritt Conrad
Horne, Ernest Leroy
Howard, Burgess Corneil
Huffman, Ralph Edward
Hunt, Norman F.
Hunter, Edward Reid
Hurt, Robert Scott
Jones, Bennett Gossett
Jones, J. Paul
Keeter, Richard Harold
Kennedy, Thomas J.
Kerr, Louis Cook
Kirk, John Luther
Klutts, J. Vaughn
Land, Dorothy Isabell
Lane, James Reece
Lawrence, Harold Sherlin
Ledingham, Jesse Clifton
Lewis, John Green
Love, David Rushton
Lutz, Larry Leighton
McCaskill, Glen D.
McCaskill, Pauline Wayne
McClure, John
McGill, Philip Burch
McIlroy, Dorsey Wilson
McKnight, Velma Virginia
Mallard, John Bizzell
Martin, John Wiley
Massi, Julian Winston
Melter, Mary M.
Merritt, Brevard
Monty, Kitty Jane

FRESHMEN 1951-1952

Miller, Luther Ray
Mock, James Howard
Moore, David Lawrence
Moore, Gene Russell
Morrison, Fred Eugene
Myers, James Harry
Nash, William Heath
Newson, Coy B., Jr.
Niemer, Standford Elskamp
Noble, Robert Dale
Palmer, Michael Hamilton
Patrick, Bruce LaVal
Payne, Fred L.
Penninger, Franklin McKinley
Pressley, Robert Alexander
Pressley, Charles P.
Ranson, Katherine Miller
Ray, Edgar Arlo, Jr.
Ray, James S. L.
Riggsbee, Gayle Huston
Robertson, James Arthur
Roddey, Gloria Jean
Rollins, Thomas Franklin
Rowe, Ralph Burnett
Schelor, Roger Arnold
Schrader, Robert Emanuel
Scherzinger, John Edmund
Schoner, Robert William
Seawell, Don Ross
Sheron, Herman Dewey, Jr.
Sifford, John William, Jr.
Smith, Victor Landrum
Snyder, Dorothy Grace
Sherrill, James Ergar
Sims, David King
Sorrow, Henry Clayton
Spencer, Marion D.
Stafford, Kenneth Cameron
Starnes, Jack Cleveland
Stenberg, Robert F.
Stephens, James Edward
Stevenson, Buel J.
Stone, Richard Parks
Stone, Robert H., Jr.
Stutts, Glenn W.
Swisher, Gordon G.
Tatum, Robert Richard
Taylor, Herbert Albert
Thornhill, Archie James
Turner, Hal Bernard
Vess, Charles C.
Ward, Clarence William
Westmoreland, John William
Wheelers, Eva Carol
Whisnant, Charles J.
Witcher, Scott, Jr.
Williams, Gene Carlton
Winfield, J. Anne
Womack, Hubert Allen, Jr.
Zedaker, Sara Lou
Zeller, James John

SUMMARY OF STUDENT ENROLLMENT FOR 1951-1952

Sophomores		49
Freshmen		160
Summer Session		114
Adult Education		463
Art and Ceramics	40	
Business Education		
Business Machines	20	
Shorthand	45	
Typewriting	26	
Business English	28	
Conversational French	30	
Driver Education and Training	124	
English for Foreign Born	40	
International Relations	18	
Management Techniques	29	
Public Speaking	31	
Woodworking	22	
Work Simplification	10	
	463	
Total Enrollment		786

Admission granted..........................

Application for Admission to Charlotte College

for..........................Quarter, 19.......

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

Mr.
NAME Miss.. Race..................
Mrs. (Last) (First) (Middle)

Address.. Phone ....
(Street or R.F.D.)

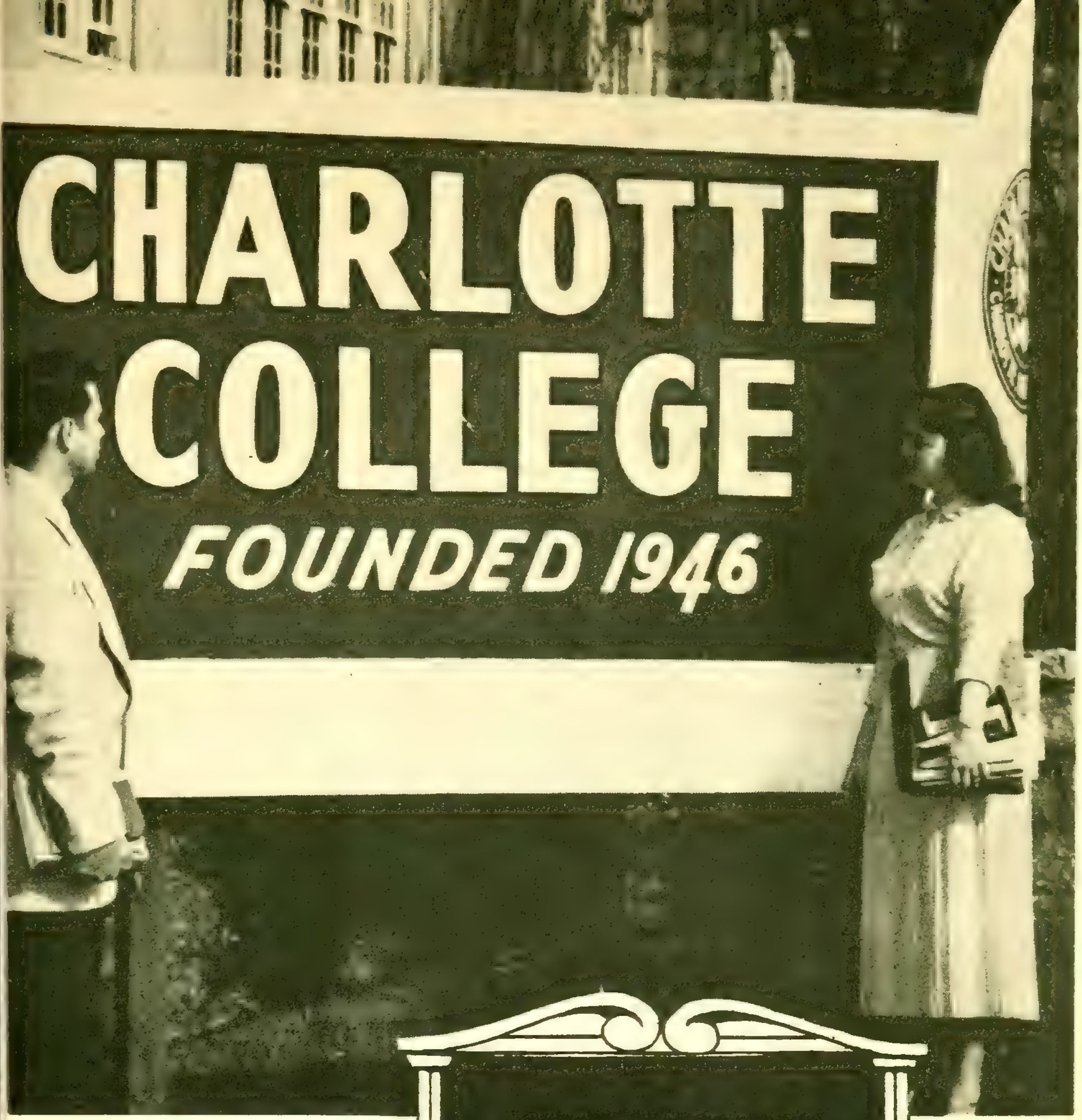
(Post Office) (State)

1. Place of birth Date of birth
2. If not a native of North Carolina, when did you become a resident?
3. Name of father, mother, or guardian ....
4. **If married and living with husband (or wife) give his (or her) name**
5. Do you have children?.......... **If so, give number, sex, and age**
6. Church membership? If not a church member, denomination preferred ....
7. High school and other colleges attended:

	Name of school	Location	Dates of Attendance	Graduation
1.				
2.				

8. If you are not a high (or prep) school graduate, how many college entrance units can you present? .... What was last year you were in school? . (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran? . If so have you applied for a Certificate of Eligibility from the Veterans Administration?.................. (Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school..
11. Do you plan to complete the work for a college degree?.......... At what institution?..
12. Course desired (Liberal Arts, Commerce, Merchandising, etc.)
13. Have you decided on a life's work? If so, what?..........

Signature Date..........



CATALOG

1953
1954

CHARLOTTE
NORTH CAROLINA

CHARLOTTE COLLEGE

1949

A Two-Year Junior College offering Instruction in
General Education, Pre-Professional Training, Vocational,
Industrial, and Community Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

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CALENDAR OF EVENTS – 1953-1954

FALL QUARTER, 1953

September 17-18	Placement Tests
September 21	Registration
September 22	First Day of Classes
November 25-29	Thanksgiving Recess
December 14	Last Day of Classes
December 15-17	Final Examinations
December 18	Christmas Vacation

WINTER QUARTER, 1954

January 2	Registration of New Students
January 4	First Day of Classes
March 12	Last Day of Classes
March 15-17	Final Examinations

SPRING QUARTER, 1954

March 19	Registration of New Students
March 22	First Day of Classes
April 16-19	Easter Vacation
June 1	Last Day of Classes
June 2-4	Final Examinations
June 6-7	Graduation Exercises

SUMMER SESSION, 1954

First Summer Term

June 9	Registration
June 10	First Day of Classes
July 14	Last Day of Classes
July 15-16	Final Examinations

Second Summer Term

July 17	Registration
July 19	First Day of Classes
August 20	Last Day of Classes
August 23-24	Final Examinations

ADMINISTRATIVE ROSTER FOR — 1952-53

BOARD OF SCHOOL COMMISSIONERS

Mr. R. M. Mauldin, *Chairman*
Mrs. R. T. Bellows
Mr. J. Gordon Christian, Jr.
Mr. James H. Glenn
Mr. J. P. Hobson
Mr. Frank O. Roberts
Dr. Herbert Spaugh

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Mr. John M. Dunlap	*Assistant Superintendent*
Miss Douglas Kendall	*Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Joyce Dunn	*Secretary*

ADVISORY COMMITTEE

Mr. J. Murrey Atkins, *Chairman*
Mrs. Charlotte M. Creighton
Mr. James H. Glenn
Dr. George D. Heaton
Mr. W. A. Kennedy
Mr. John Paul Lucas
Mr. Dick Young

FACULTY — 1952-1953

ASHBROOK, ARTHUR G., JR.	*Economics*
B.S., Haverford College Ph.D., Massachusetts Institute of Technology	
BELL, CLAUDE A.	*Woodworking*
A.B., Western Kentucky State College M. Ed., University of Missouri	
BLAIR, ROSANNAH C.	*Librarian*
A.B., Dickinson College B.S., Columbia University School of Library Science	
CONE, BONNIE E.	*Mathematics*
B.S., Coker College A.M., Duke University	
CRUTCHFIELD, KATHERINE S.	*Business*
B.S.S.A., Womans College, University of North Carolina	
DENNY, MARY R.	*English*
A.B., Salem College A.M., Duke University	
ELLIS, WILLIAM EDWIN	*Driver Education*
A.B., Carson Newman	
FORE, MARY S.	*English*
A.B., Winthrop College A.M., Columbia University	
FRASER, MARION L.	*English*
A.B., Winthrop College A.M., University of South Carolina	
GILL, JOSEPH R.	*Engineering Drawing*
B.M.E., North Carolina State College	
HARRISON, JANE	*Business*
A.B., Randolph Macon Womans College A.M., Indiana University	
HECHENBLEIKNER, HERBERT	*Botany, Zoology and Geology*
A.B., University of North Carolina A.M., Ph.D., Harvard University	
HEINBAUGH, SHIRLEY H.	*English*
A.B., Ohio University	
HOYLE, FRANCES B.	*Spanish*
A.B., Womans College, University of North Carolina A.M., New York University	

Johnston, John W. .... *Public Speaking*
B.S., Furman University
LL.B., Harvard University

Kistler, Gretta .... *English*
A.B., Greensboro College
M.A., Winthrop College

Lynch, Herbert .... *Management Techniques*
B.S., North Carolina State College
Engr. Sc.D., New York University

McSheehan, Harriet A. .... *Library Assistant*
A.A., Charlotte College

Macy, Pierre .... *French, Spanish*
Ph.D., University of Paris

Moffitt, William E. .... *Chemistry*
B.S., Wake Forest College

Petrowski, Michael, Jr. .... *Chemistry*
B. Ch.E., North Carolina State College

Puette, Lucille .... *Chemistry*
A.B., Randolph Macon Womans College
A.M., Duke University

Raney, Elizabeth .... *English*
A.B., University of North Carolina

Tinkham, Mark .... *Physics*
A.B. University of North Carolina

Wall, Helen Anne .... *Art*
A.B., A.M., Womans College, University of North Carolina

Watson, Flora Mae .... *Mathematics*
A.B., Winthrop College

White, Jane O. .... *Mathematics*
A.B., Vanderbilt University

Williams, John F. .... *Mathematics*
B.A., M.A., University of Tennessee

Winningham, Edyth F. .... *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university. The college provides two years of college work in most major fields.
2. Preparation for immediate employment. The college offers two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study. The college offers courses in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances are provided from funds other than taxes. In the event of insufficient revenue from the above sources, the measure authorizes a special election to provide a tax of not more than five cents on the $100.

In the 1952-1953 session, the fourth year under new sponsorship, Charlotte College reached a total enrollment of 711 individuals, including

365 students in non-college credit courses and 346 in regular college classes. The college has a faculty of twenty-nine full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 133,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less that a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 12,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 1,200 volumes of its own, subscribes to twenty periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides a limited amount of counseling service for its students. In addition to counseling by individual subject instructor there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter Charlotte College should do the following:

1. File at the college office the following:
    (a) Application for admission completely filled out.
    (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

Veterans in G. I. Bill training under Public Law 550 will receive an education and training allowance each month from the Government, to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and his school or training establishment, that he was enrolled in and pursuing his course during that period.

A veteran attending Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them

vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22, 71
Botany 1, 41
Chemistry 1, 2
Geography 38
Geology 41, 42
Office Machines 21
Physics 24, 25
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:
Chemistry 31, 41, 42

Student Activity Fee

A student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college

athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies or a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit in Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

To make up a scheduled or previously announced test from which he has been absent, the student must secure a written permission from the director and pay a fee of $1.00. He should then present the permission to the instructor, who will arrange to give the test at a later date. The full responsibility for making arrangements to take the test rests upon the student.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A	Excellent–3 quality points per quarter hour credit
B	Good–2 quality points per quarter hour credit
C	Fair–1 quality point per quarter hour credit
D	Barely passed–0 quality points per quarter hour credit
F	Failed–Minus 1 quality point per quarter hour credit
I	Work incomplete–0 quality points per quarter hour credit
W	Official withdrawal from the course–0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; the chairmen of standing committees; and the elected publication officers. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program, and formulating with the approval of the students and faculty, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, coffee-hours, and receptions, will be provided.

MUSIC

Music groups are organized according to the interest of students. Choral ensembles offer all students an opportunity to participate.

DRAMATICS

Classes and workshops in dramatics will be provided according to student interest. Emphasis is placed on the speech training of individual students and group work in various phases of theatre work—acting, lighting, scenery, and make-up.

PUBLICATIONS

Newspaper

To provide information for all persons interested in Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	10
**Choose one:*	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**Students must have two courses in natural science or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3-4	
*Spanish 3-4	10

*The elementary course, 1-2, may not be counted as part of the minimum requirements.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Choose two:	
Business Administration 5	
Business Administration 71	
Psychology 1	
Political Science 41	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

PRE-ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	16
Engineering Drawing, M.E. 101-102-103	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2
Choose one:	
English 3-4 or 6 or 8	
Economics 31-32	10

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) take the regular liberal arts course.
(2) take the regular business administration course.

PRE-MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15
Choose one:	
French 21-22	
Spanish 21-22	10

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Business Administration 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10

SECOND YEAR

English 3-4 or 5-6	10
Business Administration 21-22	10
Economics 31-32	10
Political Science 41	5
Business Administration 5	5
Elective	5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Business Administration 1	5

SECOND YEAR

Business English 21	5
Shorthand 21-22	10
Typewriting 21-22	10
Business Administration 21-22	10
Office Machines 21	5
Office Practice 22	5

†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics 1	5
Business Mathematics 1	5
Psychology 1	5
Business Administration 3	5
Business Administration 4	5
Business Administration 5	5
Business Administration 6	5

Typewriting 1 required for students not proficient

SECOND YEAR

English 9	5
Economics 21	5
Economics 31-32	10
Business English 21	5

Choose 4:

Business Administration 23	Political Science 41-42	
Business Administration 24	Geography 38	
Business Administration 26	English 3-4	
Business Administration 31	Social Science 1-2	20

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16
Engineering Drawing, M. E. 101-102-103	6

SECOND YEAR

Business English 21	5
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	5
Machine Shop 21	5
Psychology 1	5
Elective	5

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists o dictation and transcription with a thorough review of shorthand theory Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting include learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different style of business letters, manuscript copy, making carbon copies, tabulation business reports, legal documents, effective display of typed matter At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS ADMINISTRATION

Business Administration 1: (5) Introduction to Accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Business Administration 3: (5) Advertising. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Business Administration 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Business Administration 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Business Administration 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Business Administration 21-22: (5 each) Accounting Principles. Prerequisite: Business Administration 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business Administration 23: (5) Advertising Copy and Layout. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Administration 24: (5) Sales Management. A policy-level program to tackle distribution and management problems.

Business Administration 26: (5) Merchandise Information. A study of source, development, and use of information which tends to promote more efficient marketing. Application of information to consumers' and salespersons' needs.

Business Administration 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Business Administration 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

Business Administration 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

ECONOMICS

Economics 1: (5) Economics of Marketing. A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middleman), channels of distribution, buying motives, cost of distribution.

Economics 21: (5) Advanced Economics of Marketing. This course offers a close view of marketing functions, distribution, price, and brand policies, and an evaluation of marketing cost.

Economics 31-32: (5 each) General Economics.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictorial drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.
English 9: (5) Public Speaking. Composition and delivery of original speeches.

Business English 21: (5) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.

Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.
Conducted in French as much as possible.
Collateral reading of two novels. Book reports.

Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.
Collateral reading of two French classical works. Book reports.

Prerequisite: French 21 or the equivalent.

French C 4: (5) Intermediate Practical French Conversation. The student's self-expression in everyday French is gradually increased through this course.

Conducted mostly in French.

Collateral reading of a book. Book report.

Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 5: (5) Practical French Conversation. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles.

Conducted in French.

Collateral reading of a book. Book report.

Prerequisite: French C4 or the equivalent.

French C 6: (5) Advanced French Conversation.

Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collateral reading of two books. Book reports.

Prerequisite: French C5 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

MATHEMATICS

Mathematics A: (0) Plane Geometry. Five hours a week.

Mathematics G: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1 :(5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

RELIGION

Religion 1-2: (5 each) Survey of the Old Testament.

Religion 3: (5) The Gospels

Religion 4: (5) The Acts and the Epistles

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

Social Science 2: (5) A study of contemporary civilization during the past century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.
Study of the geography, history, customs and culture of the Spanish people.

Conducted in Spanish whenever advisable.

Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.
Conducted in Spanish as much as possible.

Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.

Readings from the great classical writers, prose and verse.

Conducted in Spanish.

Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 4: (5) Intermediate Practical Spanish Conversation.

The student's self-expression in everyday Spanish is gradually increased through this course.

Conducted mostly in Spanish.

Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 5: (5) Practical Spanish Conversation.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.

Conducted in Spanish.

Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 4 or the equivalent.

Spanish C 6: (5) Advanced Spanish Conversation.
Informal group conversation and discussion as for Spanish C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.

Conducted in Spanish.

Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 5 or the equivalent.

TECHNICAL TRAINING

Electricity 21: (5) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (5) Practice on bench metal work, general machine shop practice, including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

Accounting: The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

Shorthand: Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

Typewriting: Keyboard drills; paragraph practice; typing of short letters. Advanced—Remedial practice for accuracy and speed.

Business Machines: This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

Ceramics: The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry, as well as pottery vessels, is a part of the work. The use of plaster for making casts is also studied and practiced.

Child Development: In this course the more important and usual Developmental Tasks will be described with ample opportunity for application to individual cases. The varying and developing needs of children will be explored. Problems of freedom, restrictions, discipline, encouragement, and punishment will be dealt with in terms of objectives for children, parents, and entire family.

Driver Education: The six weeks' course consists of eight classroom periods and fifteen hours of on-the-road training in a dual control car. Two additional hours are included for the driver's state test.

Teacher Course in Driver Education: A forty hour course is offered in driver education to high school teachers desiring to qualify as high school instructors in this subject. Attendance and successful completion of this five day course will qualify teachers to conduct student courses in driver education, including practice driving.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure, etc. This course carries American Institute of Banking credit.

English for Foreign Born Students: This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

French C1-2-3: Elementary practical French conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, withs pecial emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

French C4-5-6: Intermediate practical French conversation. The student's self-expression in everyday French is gradually increased through this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles. Collateral reading.

Prerequisite: French C1, 2, 3, or the equivalent.

Horticulture: This course consists of one hour lecture and a two hour field trip per week for a period of ten weeks. Lawn planting and care, principles of pruning, planting and transplanting of shrubs and trees, and the selection of suitable plants for various ornamental purposes are some of the subjects studied and discussed in this course.

ntroductory Industrial Psychology: The purpose of this course is to give the basic principles of psychology and indicate how they can be used o increase efficiency in production in industry.

Psychological Tests in Industry: The purpose of this course is to develop an appreciation and an understanding of individual differences of in-ustrial employees, using standard testing instruments and basic statistical procedures to help attain this objective. This knowledge is of special value in selecting the right man for a particular job, in deciding who should be promoted, who should be transferred to another job, as well as in deciding who should be offered training courses or counseling.

ndustrial Purchasing: This course is a study of basic procurement rinciples and policies and actual case problems. It is designed for the personnel of purchasing departments of industrial concerns.

nterior Decoration: This course considers the problems of furnishing nd decorating homes in artistic fashion. The class meets two hours per week for a period of ten weeks.

ternational Relations: A study of world politics today and the back-ound of political developments in the major areas of international re-tions. The news of today will be analyzed and used largely as a basis r class discussion.

fe Insurance: The course has been planned to give to the lay student in-rmation about life insurance and its various uses.

anagement Techniques: In this course special emphasis will be given i methods of cost reduction in business and industry. Techniques ap-cable to both office and plant will be stressed. These include work simplification, work measurement, incentive applications, wage and salary determination, and cost control.

Painting: This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique, each person is encouraged to experiment and try many different variations in technique.

Personnel Management: In this course special study will be made of tested personnel management techniques and of the organization and functions of the personnel department.

Photography: Instruction will be offered in composition of a photograph, development of negatives, making prints, functional parts of the camera, proper lighting technique and pictorial composition. Professional laboratory equipment will be available for student use during the entire period.

Public Speaking: This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating, etc. In addition, individual student problems will be considered.

Sewing: This course consists of practical instruction in alterations and in the making of new garments. The class meets two hours per week for a period of ten weeks.

Spanish C1-2-3: Elementary Practical Spanish conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

Spanish C4-5-6: Intermediate Practical Spanish conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Work Simplification: This course is a common-sense, non-technical approach to the elimination of unnecessary motions, wasted time, inefficient methods, and needless fatigue in jobs. It consists of a number of simple principles and the necessary "tools" which are used to analyze existing methods and indicate changes that will result in substantial increases in productivity, with resultant decreases in costs.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 8, 1953

BUSINESS ADMINISTRATION

William Cornelius Palmer
Charles C. Vess

LIBERAL ARTS

William Hardie Bass, III
Henry Francis Beatty
Charles Bell Brice, Jr.
Arthur Coburn Farley, Jr.
Sula Floros
Charles Wesley Hickman, Jr.
John Elton Hunsucker
Fred Eugene Morrison
Michael Hamilton Palmer
Velma Victoria Ray

MERCHANDISING

Kenneth Monroe Bridges, Jr.

PRE-ENGINEERING

Henry Lee Morrow
Almeron Walton Shanklin
Scott Whitcher, Jr.

SOPHOMORE STUDENTS
1952-1953

Allen, Jimmie Dwight
Bass, William Hardie, III
Beatty, Henry Francis
Boeckelmann, Joseph Weldon
Boone, Andrew Truitt, Jr.
Brice, Charles Bell, Jr.
Bridges, Kenneth Monroe
Britt, Clarence C.
Bryant, Venoy Lee
Butler, Thurman H.
Carmichael, James Ray
Castanas, Nick James
Cornell, James Fraser
Dillon, Janie Clement (Mrs.)
Dixon, James Samuel
Duncan, Samuel Jefferson, Jr.
Farley, Arthur Coburn, Jr.
Floros, Sula
Gibson, Paul Eugene
Gilbert, Thomas Murray
Gray, William E., III
Griffin, Joe Howard
Hickman, Charles Wesley
Hodge, Mary Wellene
Howard, Burgess Corneil
Hunsucker, John Elton
Hunt, Norman F.
Hunter, Edward Reid
Kissiah, Adam Mark, Jr.
Ledbetter, George Ronald
McCaskill, Glen D.
McCluer, Mary Diell
McClure, John Robert
McClure, William M.
McKnight, Velma V.
McLeese, Charles Francis, Jr.
Metler, Mary M.
Morrison, Fred Eugene
Morrow, Henry L.
Niemer, Stanford Elskamp
Owen, Thomas Needham, Jr.
Palmer, Michael Hamilton
Palmer, William C.
Peake, Walter Herbert, Jr.

SOPHOMORE STUDENTS
1952-1953

Pearson, James E.
Ray, Velma Victoria
Shanklin, Almeron Walton
Sherrill, James Edgar
Starnes, Jack Cleveland
Stenberg, Robert F.
Stevenson, Buel J.
Trimble, Thomas N.
Vess, Charles C.
Ward, Clarence William
Whitcher, Scott, Jr.
Wilkinson, Willis Delane
Wilson, Kenneth B.
Wrape, Jerry Hoyle

FRESHMEN STUDENTS
1952-1953

Almond, Jerry Mack
Anderson, Alexander Knight, Jr.
Bakis, Jimmy Angel
Barkley, Thomas Wesley
Basinger, George William
Beatty, Richard Curtis
Bell, Andrew G.
Bell, Lamar Alton, Jr.
Benjamin, Eunice E.
Berryhill, Aaron L.
Black, Henry Edward
Black, James Thomas
Boyd, Charles Alexander
Brown, Clyde Wilmer
Bryant, David Lee
Bullock, William Robert
Burris, William Allen
Caldwell, Margaret Elizabeth
Campbell, Joe R.
Campbell, John Weaver
Carter, Emanuel Nesbit
Cloaninger, William Grant
Collier, William A., Jr.
Cooke, Carolyn Simpson (Mrs.)
Couchell, Pete, Jr.
Couvillon, Frank Anatole
Crawford, Thomas B.
Criscoe, Richard Conrad
Daly, Marilyn Nelle
Dangler, Betty M. (Mrs.)
Danson, Thomas Edward, Jr.
Davis, Frank N.
Davis, William Ward, Jr.
Dellinger, Harry Vaughn
Dermody, Kay Jeanne
Diamonduros, James Andrew
Eudy, Larry Dean
Evans, Gladys
Farrow, Sam
Ferguson, Edwin Dean
Finley, Robert E.
Fitzgerald, James Edward
Foote, John Ernest
Ford, Wallace Euin
Frye, Amy Naomi
Galan, Felix
Gantt, Grace Manning
Gaunt, Mildred K.
Gill, Charles Herbert
Graham, Charles William
Griffin, William Howard
Gunnells, James Keith
Hall, Wilkes Suttle
Hearn, Lamont Andrew
Helms, David Carroll
Helms, Jimmie Smith
Henderson, Robert Franklin
Hensel, Robert Allen
Hickey, Robert William
Hilton, Everette E.
Holbrooks, Bill Edward
Honeycutt, Ollen McKinley, Jr.
Hovis, Charles Sidney
Howard, Richard Turner
Irby, Robert Clayton
Isehower, John N.
James, Ralph Alexander
James, Robert Franklin
Jamison, Aubrey Lee
Jamison, Audrey Leon
Johnston, Zeke
Jones, Benjamin F., Jr.
Jones, Benjamin Gossett
Keever, William Glenn
Kendrick, Ben Jenkins
Kirk, John Luther
Kiser, Joe Alexander
Kratt, Henry Jacob
Langhorst, Gary A.
Ledford, Robert Baruch
Ledingham, Jesse Clifton
Leza-Astorga, Nora
Ligon, Stanhope A.
Lindsey, Beverly Jean
Lotshaw, Marjorie Pauline
Lyerly, Don Marcus
McCaskill, Daniel W.
McCathern, Robert Eugene
Marsh, Desmond F.
Martin, Robert Bruce
Martin, Robert Jerry
Mayfield, Larry Mitchell
Maynor, William Ray
Michael, Basil James

FRESHMEN STUDENTS
1952-1953

Middleton, George Keith
Monty, Kitty
Moore, David Lawrence
Morris, Barbara Ann
Moses, Mary Lucille (Mrs.)
Noreen, Robert John
Northington, James Allen
Ormand, Gerry
Papalambros, Lambros
Parrott, Robert Marshall
Parrott, Thomas Marion
Patterson, Ronald Bruce
Payne, Donald Nalle
Polk, Harold Eugene
Pressley, Robert Alexander
Price, Samuel K.
Quigley, Valere Lawrence
Reap, John Martin
Renegar, Ray Vernon
Russell, Alice Sue
Sistare, Vann Matthews
Sloop, Craven Monroe, Jr.
Smith, Robert Allen
Stack, Norman Leroy
Stafford, Richard Allen
Starnes, Roy Gilmer, Jr.
Stephens, Rodney H. L.
Stogner, Martha C.
Stone, Robert Howard, Jr.
Suttle, Robert L.
Tarlton, Frances Dray
Taylor, James Kluttz
Thackston, Thomas Austin
Thomas, Zanita Faye
Thompson, James Rudolph, Jr.
Todd, David Horace
Trapp, Vann Owen
Turner, James Franklin
Wallace, Robert Lee
Wells, Calvin T., Jr.
Wheelers, Eva Carol
Williams, Brice Nebraska
Williams, Gene C.
Womack, Matthew Andrew
Wyant, George S.

SPECIAL STUDENTS
1952-1953

Estep, Daniel B.
McLaughlin, Isaac G.
Pritchard, Joe Price
Rose, Louis, Jr.
Stallings, Walter Scott, III

SUMMARY OF STUDENT ENROLLMENT FOR 1952-1953

phomores		58
eshmen		139
ecial		5
mmer Session		144
dult Education		365
Art and Ceramics	38	
Business Education	26	
Child Development	3	
Conversational French	21	
Conversational Spanish	22	
Driver Education and Training	97	
English for Foreign Born	47	
Life Insurance	22	
Personnel Management	29	
Public Speaking	16	
Woodworking	44	
	365	
tal Enrollment		711

Admission granted..............................

Application for Admission to Charlotte College

for..Quarter, 19.......

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

Mr.
NAME Miss.. Race..................
Mrs. (Last) (First) (Middle)

Address.. Phone....................
(Street or R.F.D.)

....
(Post Office) (State)

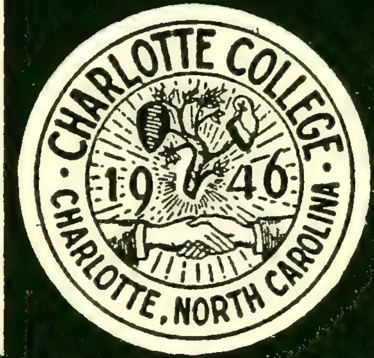
1. Place of birth..Date of birth ....
2. If not a native of North Carolina, when did you become a resident?
....
3. Name of father, mother, or guardian..
4. If married and living with husband (or wife) give his (or her) name
....
5. Do you have children?..................If so, give number, sex, and age
....
6. Church membership?..................................If not a church member, denomination preferred ....
7. High school and other colleges attended:

	Name of school	Location	Dates of Attendance	Graduation
1.	....	....	....	....
2.	....	....	....	....

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?...................... What was last year you were in school?...................... (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran?...................... If so have you applied for a Certificate of Eligibility from the Veterans Administration?.................... (Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school..
11. Do you plan to complete the work for a college degree?.................. At what institution?...
12. Course desired (Liberal Arts, Commerce, Merchandising, etc.)
....
13. Have you decided on a life's work?...........If so, what?........................

Signature.. Date.........................

CHARLOTTE COLLEGE
1949
CHARLOTTE, NORTH CAROLINA

Charltte

COLLEGE

CATALOG
1954-1955

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

1946

A Two-Year Junior College offering Instruction in
General Education, Pre-Professional Training, Vocational,
Industrial, and Community Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

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CALENDAR OF EVENTS – 1954-1955

FALL QUARTER, 1954

September 16-17	Placement Tests
September 20	Registration
September 21	First Day of Classes
November 24-28	Thanksgiving Recess
December 13	Last Day of Classes
December 14-16	Final Examinations
December 17	Christmas Vacation

WINTER QUARTER, 1955

January 3	Registration of New Students
January 4	First Day of Classes
March 14	Last Day of Classes
March 15-17	Final Examinations

SPRING QUARTER, 1955

March 19	Registration of New Students
March 21	First Day of Classes
April 8-11	Easter Vacation
May 31	Last Day of Classes
June 1-3	Final Examinations
June 5-6	Graduation Exercises

SUMMER SESSION, 1955

First Summer Term

June 9	Registration
June 10	First Day of Classes
July 4	Holiday for Independence Day
July 15	Last Day of Classes
July 18-19	Final Examinations

Second Summer Term

July 20	Registration
July 21	First Day of Classes
August 24	Last Day of Classes
August 25-26	Final Examinations

ADMINISTRATIVE ROSTER FOR — 1953-1954

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, Chairman
Mrs. R. T. Bellows
Mr. J. Gordon Christian, Jr.
Mr. J. P. Hobson
Mr. Ben S. Horack
Mr. Ben Huntley
Mr. Frank O. Roberts

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Mr. John M. Dunlap	*Assistant Superintendent*
Miss Douglas Kendall	*Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Joyce Dunn	*Secretary*

ADVISORY COMMITTEE

Mr. J. Murrey Atkins, Chairman
Mrs. Julian P. Creighton
Dr. George D. Heaton
Mr. Ben Huntley
Mr. W. A. Kennedy
Mr. John Paul Lucas
Mr. Dick Young

FACULTY – 1953-1954

Ballance, Gilbert .... *English*
A.B., M.Ed., University of North Carolina

Bell, Claude A. .... *Woodworking*
A.B., Western Kentucky State College
M. Ed., University of Missouri

Benson, Rex E. .... *Driver Education*
B.S., Western Michigan College
M. A., Michigan State College

Blair, Rosannah C. .... *Librarian*
A.B., Dickinson College
B.S., Columbia University School of Library Science

Cagle, Daniel F. .... *Driver Education*
B.S., Davidson College
M.A., University of North Carolina

Cone, Bonnie E. .... *Mathematics*
B.S., Coker College
A.M., Duke University

Corbett, Thomas A. .... *Psychology*
A.B., Transylvania College
B.D., The College of the Bible
M.A., Florida State University

Denny, Mary R. .... *English*
A.B., Salem College
A.M., Duke University

Fore, Mary S. .... *English*
A.B., Winthrop College
A.M., Columbia University

Fraser, Marion L. .... *English*
A.B., Winthrop College
A.M., University of South Carolina

Gill, Joseph R. .... *Engineering Drawing*
B.M.E., North Carolina State College

Hamilton, Edward S. .... *Economics*
B.S., University of North Carolina
M.S., University of Richmond

Harrison, Jane .... *Business*
A.B., Randolph Macon Womans College
A.M., Indiana University

Hechenbleikner, Herbert .... *Botany, Zoology and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Heinbaugh, Shirley H. .... *English*
A.B., Ohio University

Hoyle, Frances B. .... *Spanish*
A.B., Woman's College, University of North Carolina
A.M., New York University

Long, Rufus A. .... *Economics*
B.S., Davidson College
M.B.A., Wharton Graduate School

McColley, Earl S. .... *Chemistry*
Ph.B., A.M., Brown University
Ph.D., Boston University

McFarland, Guy W. .... *Accounting*
B.S., University of North Carolina

McSheehan, Harriet A. .... *Library Assistant*
A.A., Charlotte College

Mackey, Myrtis J. .... *Mathematics*
B.A., Coker College
M.A., Winthrop College

Macy, Pierre .... *French, Spanish*
Ph.D., University of Paris

Miller, Betty Louise .... *Chemistry Laboratory Assistant*
B.S.Ch.E., West Virginia University

Parker, Donald H. .... *Reading Improvement*
B.A., M.A., University of Florida

Potter, Robert D. .... *Business Law*
A.B., LL.B., Duke University

Sibilsky, Edward L. .... *Mathematics*
A.B., M.Ed., University of North Carolina

Sparger, George .... *Basketball*
A.B., M.A., University of North Carolina

Starnes, William R., Jr. .... *Investment Securities*
B.A., Davidson College

Tinkham, Mark .... *Physics*
A.B. University of North Carolina

Wall, Helen Anne .... *Art*
A.B., A.M., Woman's College, University of North Carolina

Waters, Patricia .... *Typewriting*
B.S., Coker College

Watson, Flora Mae .... *Mathematics*
A.B., Winthrop College

Williams, John F. .... *Mathematics*
B.A., M.A., University of Tennessee

Winningham, Edyth F. .... *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university through the two years of college work in most major fields.
2. Preparation for immediate employment through the two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the City School Board to take measures to provide for a permanent college. At the request of the Charlotte City School Board, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the City School Board to administer the college as a part of the public school system and to finance the institution by charging the students tuition. Additional finances are provided from funds other than taxes. In the event of insufficient revenue from the above sources, the measure authorizes a special election to provide a tax of not more than five cents on the $100.

In the 1953-1954 session, the fifth year under City School Board sponsorship, Charlotte College reached a total enrollment of 602 individuals, including 322 students in non-college credit courses and 280 in regular college classes. The college has a faculty of 34 full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 133,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less than a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 12,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 1400 volumes of its own, subscribes to 24 periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides limited counseling services for its students. In addition to counseling by individual subject instructors, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of fourteen quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter Charlotte College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

Veterans in G. I. Bill training under Public Law 550 will receive an education and training allowance each month from the Government, to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and his school or training establishment, that he was enrolled in and was pursuing his course during that period.

A veteran attending Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them

vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone 3-0969.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, telephone 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year) (Required only for School of Engineering and Agricultural Engineering)	½ Unit
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses without college credit.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22, 71
Botany 1, 41
Chemistry 1, 2
Geography 38
Geology 41, 42
Office Machines 21
Physics 24, 25
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:
Chemistry 31, 41, 42

Student Activity Fee

The basic student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper. The yearbook fee of three and one-half dollars ($3.50) is required of each student upon his entrance for the fall or the winter quarter.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence may lead to suspension.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies or a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit in Charlotte College for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

To make up a scheduled or previously announced test from which he has been absent, the student must secure a written permission from the director and pay a fee of $1.00. He should then present the permission to the instructor, who will arrange to give the test at a later date. The full responsibility for making arrangements to take the test rests upon the student.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work used at Charlotte College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A	Excellent—3 quality points per quarter hour credit
B	Good—2 quality points per quarter hour credit
C	Fair—1 quality point per quarter hour credit
D	Barely passed—0 quality points per quarter hour credit
F	Failed—Minus 1 quality point per quarter hour credit
I	Work incomplete—0 quality points per quarter hour credit
W	Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of the Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; the chairmen of standing committees; and the elected publication officers. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program, and formulating with the approval of the students and faculty, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, coffee-hours, and receptions, will be provided.

MUSIC

Music groups are organized according to the interest of students. Choral ensembles offer all students an opportunity to participate.

DRAMATICS

Classes and workshops in dramatics will be provided according to student interest. Emphasis is placed on the speech training of individual students and group work in various phases of theatre work—acting, lighting, scenery, and make-up.

PUBLICATIONS

Newspaper

To provide information for all persons interested in Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

***Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.**

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	

Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not phychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**Students must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3, 4, and 21 or Philosophy 41	
*Spanish 3, 4, and 21 or Philosophy 41	15

*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new languge 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Political Science 41	5
Choose one:	
Business Administration 5	
Business Administration 71	
Psychology 1	5
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

PRE-ENGINEERING (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	16
Engineering Drawing, M.E. 101-102-103	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 24-25	12
Descriptive Geometry, M.E. 201	2

Choose one:

English 3-4 or 6 or 8	
Economics 31-32	10

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1). Take the regular liberal arts course.
(2). Take the regular business administration course.

PRE-MEDICINE (University Parallel)

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16

Choose one:

*French 3-4	
*Spanish 3-4	10

*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

SECOND YEAR

Physics 24-25	12

Choose two:

English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15

Choose one:

French 21-22	
Spanish 21-22	10

TERMINAL CURRICULA

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Business Administration 1	5
Mathematics 7-8 or R-7X-8	10
Elective (Typewriting required of students not proficient)	10

SECOND YEAR

English 3-4 or 5-6	10
Business Administration 21-22	10
Economics 31-32	10
Political Science 41	5
Business Administration 5	5
Elective	5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)†

FIRST YEAR

English 1-2	10
Social Science 1-2	10
Typewriting 1-2	10
Shorthand 1-2	10
Business Administration 1	5

SECOND YEAR

Business English 21	5
Shorthand 21-22	10
Typewriting 21-22	10
Business Administration 21-22	10
Office Machines 21	5
Office Practice 22	5

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†Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

MERCHANDISING (Terminal)

FIRST YEAR

English 1-2	10
Economics 1	5
Business Mathematics 1	5
Psychology 1	5
Business Administration 3	5
Business Administration 4	5
Business Administration 5	5
Business Administration 6	5

Typewriting 1 required for students not proficient

SECOND YEAR

English 9	5
Economics 21	5
Economics 31-32	10
Business English 21	5

Choose 4:

Business Administration 23	Political Science 41-42	
Business Administration 24	Geography 38	
Business Administration 26	English 3-4	
Business Administration 31	Social Science 1-2	20

TECHNICAL COURSE (Terminal)

FIRST YEAR

English 1-2	10
History 21	5
Mathematics 7-8 or R-7X-8	10
Chemistry 1-2-31	16
Engineering Drawing, M. E. 101-102-103	6

SECOND YEAR

Business English 21	5
History 22	5
Political Science 41	5
Physics 24-25	12
Electricity 21	5
Machine Shop 21	5
Psychology 1	5
Elective	5

DESCRIPTION OF COURSES

Note: Figures in parentheses represent quarter hours.

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS

Office Machines 21: (5) A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 22: (5) Prerequisite: Shorthand 1, 2, and Typewriting 1, 2. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Shorthand 1-2: (5 each) A study of elementary Gregg Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 21-22: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Typewriting 1-2: (5 each) The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 21-22: (5 each) The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS ADMINISTRATION

Business Administration 1: (5) Introduction to Accounting.
Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Business Administration 3: (5) Advertising. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Business Administration 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Business Administration 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Business Administration 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Business Administration 21-22: (5 each) Accounting Principles. Prerequisite: Business Administration 1. The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business Administration 23: (5) Advertising Copy and Layout. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Administration 24: (5) Sales Management. A policy-level program to tackle distribution and management problems.

Business Administration 26: (5) Merchandise Information. A study of source, development, and use of information which tends to promote more efficient marketing. Application of information to consumers' and salespersons' needs.

Business Administration 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Business Administration 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

Business Administration 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. Four lecture and four laboratory hours a week.

This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Three lecture and six laboratory hours a week.

ECONOMICS

Economics 1: (5) Economics of Marketing. A study of the distributions of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middleman), channels of distribution, buying motives, cost of distribution.

Economics 21: (5) Advanced Economics of Marketing. This course offers a close view of marketing functions, distribution, price, and brand policies, and an evaluation of marketing cost.

Economics 31-32: (5 each) General Economics.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictorial drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M.E. 201: (2) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

Business English 21: (5) A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.

Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.
Conducted in French as much as possible.
Collateral reading of two novels. Book reports.

Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.
Collateral reading of two French classical works. Book reports.

Prerequisite: French 21 or the equivalent.

French C 4: (5) Intermediate Practical French Conversation. The student's self-expression in everyday French is gradually increased through this course.

Conducted mostly in French.

Collateral reading of a book. Book report.

Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 5: (5) Practical French Conversation. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles.

Conducted in French.

Collateral reading of a book. Book report.

Prerequisite: French C4 or the equivalent.

French C 6: (5) Advanced French Conversation. Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collateral reading of two books. Book reports.

Prerequisite: French C5 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

MATHEMATICS

Mathematics A: (0) Plane Geometry. Five hours a week.

Mathematics G: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 7X: (5) College Algebra. Five hours a week.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

Business Mathematics 1: (5) Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

Psychology 1 :(5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

RELIGION

Religion 1-2: (5 each) Survey of the Old Testament.

Religion 3: (5) The Gospels

Religion 4: (5) The Acts and the Epistles

SOCIAL SCIENCE

Social Science 1: (5) A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

Social Science 2: (5) A study of contemporary civilization during the past century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present time.

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.
Study of the geography, history, customs and culture of the Spanish people.

Conducted in Spanish whenever advisable.

Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.
Conducted in Spanish as much as possible.

Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.

Readings from the great classical writers, prose and verse.

Conducted in Spanish.

Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 4: (5) Intermediate Practical Spanish Conversation.

The student's self-expression in everyday Spanish is gradually increased through this course.

Conducted mostly in Spanish.

Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 5: (5) Practical Spanish Conversation.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.

Conducted in Spanish.

Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 4 or the equivalent.

Spanish C 6: (5) Advanced Spanish Conversation.
Informal group conversation and discussion as for Spanish C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.

Conducted in Spanish.

Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 5 or the equivalent.

TECHNICAL TRAINING

Electricity 21: (5) Basic introductory course in the fundamentals of electricity. This course is not designed for specific electrical training in any specialized field but for a broad understanding of electrical theory and its practical application.

Machine Shop 21: (5) Practice on bench metal work, general machine shop practice, including straight and tapered turning, dulling shaper work, gear cutting and grinding.

ZOOLOGY

Zoology 1: (5) Basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

Accounting: The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

Shorthand: Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

Typewriting: Keyboard drills; paragraph practice; typing of short letters. Advanced—Remedial practice for accuracy and speed.

Business Machines: This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

Ceramics: The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry, as well as pottery vessels, is a part of the work. The use of plaster for making casts is also studied and practiced.

Driver Education: The six weeks' course consists of eight classroom periods and fifteen hours of on-the-road training in a dual control car. Two additional hours are included for the driver's state test.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure, etc. This course carries American Institute of Banking credit.

English for Foreign Born Students: This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

French C1-2-3: Elementary practical French conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

French C4-5-6: Intermediate practical French conversation. The student's self-expression in everyday French is gradually increased through this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles. Collateral reading.

Prerequisite: French C1, 2, 3, or the equivalent.

Fundamentals of Credit Management: This course, designed for credit managers, consists of a study of business organization, human relations, and analysis of financial statements.

International Relations: A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

Labor and Law: This course is offered to acquaint labor, management, and the public with the fundamentals of law governing "labor relations" today. An historical consideration of past legislation and court decisions will preface the study of modern legislation and concepts.

Life Insurance: The course has been planned to give to the lay student information about life insurance and its various uses.

Management Techniques: In this course special emphasis will be given to methods of cost reduction in business and industry. Techniques applicable to both office and plant will be stressed. These include work simplification, work measurement, incentive applications, wage and salary determination, and cost control.

Painting: This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique, each person is encouraged to experiment and try many different variations in technique.

Personnel Management: In this course special study will be made of tested personnel management techniques and of the organization and functions of the personnel department.

Plays of William Shakespeare: A nine-weeks course in which nine of Shakespeare's plays are studied in relation to world history, past and present.

Principles of Investment Securities: This course is designed to help foster a better understanding of the pitfalls, opportunities, and workings of the complex business of buying and selling stocks and bonds.

Public Speaking: This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating, etc. In addition, individual student problems will be considered.

Reading for Business and Professional Men and Women: A nine-weeks course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture-demonstrations are combined with actual laboratory work in which each participates in tachistoscopic training, electrically accelerated reading and other modern techniques for building greater speed and comprehension in reading.

Spanish C1-2-3: Elementary Practical Spanish conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

Spanish C4-5-6: Intermediate Practical Spanish conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Work Simplification: This course is a common-sense, non-technical approach to the elimination of unnecessary motions, wasted time, inefficient methods, and needless fatigue in jobs. It consists of a number of simple principles and the necessary "tools" which are used to analyze existing methods and indicate changes that will result in substantial increases in productivity, with resultant decreases in costs.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 7, 1954

BUSINESS ADMINISTRATION

Jimmie Dwight Allen
Venoy Lee Bryant
Samuel Jefferson Duncan
Mary Wellene Hodge
Robert Jerry Martin
Robert John Noreen
James Elliott Pearson
James Edgar Sherrill, Jr.
Earl McManaway Yandle, Jr.

LIBERAL ARTS

Emma Grace Hartsell
Zeke Johnston, III
William Glenn Keever
Marjorie Pauline Lotshaw
Ronald Bruce Patterson
Martha Carolyn Stogner

PRE-ENGINEERING

Joe Howard Griffin
Adam Mark Kissiah, Jr.
William McIntosh McClure

SOPHOMORE STUDENTS

1953 - 1954

Allen, Jimmie Dwight
Berryhill, Aaron Lee
Bryant, Venoy Lee
Burris, William Allen
Carter, Louise Justine
Collier, William A., Jr.
Couchell, Pete
Daly, Marilyn Nelle
Davis, Glenn Eugene
Davis, Robert Harris, Jr.
Davis, William Ward, Jr.
Durham, Joseph M.
Falkenberg, Margaret
Fitzgerald, James Edward
Gill, Charles Herbert
Gray, William E., III
Gregory, Lloyd Davis, Jr.
Griffin, Joe Howard
Gunnells, James K.
Hartsell, Emma Grace
Hensel, Robert Allen
Holston, Eugene Kent
Huss, William W., Jr.
Isehower, John N.
Johnston, Zeke
Keever, William Glenn
Kennedy, Fred
Kissiah, Adam M., Jr.
Landreth, Don Hovis
Ligon, Stanhope A., Jr.
Lotshaw, Marjorie Pauline
McClure, John Robert
McClure, William M.
McKnight, Velma V.
Martin, Robert Jerry
Metler, Mary M.
Morton, Lester H., Jr.
Niemer, Stanford E.
Noreen, Robert John
Ormand, Gerry
Owen, Thomas Needham, Jr.
Patterson, Ronald Bruce
Payne, Donald Nalle

SOPHOMORE STUDENTS

1953 - 1954

Pearson, James E.
Polk, Harold Eugene
Pope, Clarence A.
Schliestett, Thera Ruth
Stack, Norman Leroy, Jr.
Starnes, Roy Gilmer, Jr.
Stogner, Martha Carolyn
Stone, Richard Parks
Taylor, Clifton Linwood, Jr.
Thompson, James Rudolph, Jr.
Wheelers, Eva Carol

FRESHMAN STUDENTS

1953 - 1954

Adcock, John B.
Alexander, Benjamin T., Jr.
Allen, George Milton
Arnold, Fletcher Marks
Austin, Ronald Sevier
Barrett, Bobby Ray
Barrett, Peggy Marie
Beam, William Sydney
Beaman, James E.
Beane, William Donald
Beaty, Bob M.
Beaver, Aubrey Don
Black, James Thomas
Blackmon, Yancy Ned
Brady, James O.
Brown, Larry Wilder
Butler, Benton
Byrum, William A.
Carter, John Ford
Clark, Margie Maxine
Conrad, Holland G.
Conway, William Scott
Corbett, Ben James
Cox, Charles William, Jr.
Crabtree, William Gordon
Cremens, Walter Allen
Dallas, Constantine Harry
Dingler, James Alfred
Easterling, Ralph LeGette
Eaves, John Kendall
Fennell, John R.
Ferguson, Edwin Dean
Flowe, Gerald Reid
Foard, Merwin Edsel
Foote, John Ernest, Jr.
Foster, Charles Omer
Foust, William Val
Fowler, William Joseph
Garmon, Jerry Evans
Garrison, Paul Killian
Gheesling, Michael Edward
Gillis, Barbara Ann
Graham, Charles W.
Graham, Jack DeWaine
Grosser, George
Hampton, Walter Darden, Jr.
Helms, Edward S., Jr.
Henderson, Robert F.
Hendley, William Harold
Herald, Jerry Vinson
Herndon, Claude Harris
Hinson, Rea., Jr.
Hoover, Louis A.
Hoover, William David
Horne, Frances Ruth
Howard, Edward
Howard, Richard Turner
Huntley, William Theron
James, Walter T., Jr.
Johnston, Brooks Ralph
Jones, Ben F., Jr.
Jones, Blanche Roberta
Joyner, Slade Eugene
Kaminin, Sonja
Kennedy, James Johnson
Kilgo, John Warwick
Kiser, Joe Alexander
Kiser, Nancy Carolyn
Knox, Robert Alexander
Kunkle, Sammy Harvey
Langhorst, Gary Arlen
Ledford, Robert Baruch
Leza, Nora
Little, Robert Eugene
Lowry, John Walter, Jr.
Lynch, Bobby Howard
McCaskill, Daniel W.
McLeod, Nalle Tennant
McSwain, DeVon Wilkes
Mangum, Thomas Hoover
Marlow, Daniel Kinse
Martin, Addison Berkley
Martin, Frederick Wesley
Mattison, Boyd Shaffer
Mauldin, Robert McHardy, Jr.
Maydanis, Kanela
Merritt, Paul Jessie
Miller, Ralph Neal
Misle, Hugo Alejandro
Monty, Kitty J.
Morton, James Allen
Moses, Mary Lucille
Naismith, John Thomas
Nichols, Gerald Edwin
Patrick, Herbert W., Jr.
Patterson, Aubrey Q.

FRESHMEN STUDENTS
1953 - 1954

Pearce, William Patrick
Plaxco, Charles William
Poole, Harvey Lee
Poovey, Harry Emmett
Robinson, Louella
Ross, Kenneth Lee
Russell, Robert McKee
Saunders, Charles O.
Saunders, William Franklin
Saxon, David Oliver
Shetler, Janice Elaine
Sing, William P.
Smith, Charles William
Smith, Howard McDonald
Smith, Sidney T.
Stafford, Richard Allen
Stancil, Charles Raymond
Taylor, Henry Joe
Taylor, Sara Louise
Todd, Betty Janet
Todd, William H.
Triplett, Jack Dunn
Tsangarides, Arthur
Turner, James Franklin
Tyser, Donald Wayne
Venable, Harry McCall, Jr.
Walker, James Edward
Wamsley, Thomas Fisher
Warwick, John Eugene
Watson, Barbara Jean
West, Clyde David
White, Ronald M.
Whitfield, Durward Garland
Wilson, Maurice H., Jr.
Winfree, Jim Bob
Wisdom, James William
Womack, Matthew Andrew
Young, Edwin T.

SPECIAL STUDENTS
1953 - 1954

Broadway, Ben Joseph
Daniel, Armand T.
Greer, Emily Ann
Grier, James Brown, Jr.
Merrill, Fred Arthur, Jr.
Talbot, George Henry
Whitacre, Hiram P.
White, Laurice

SUMMARY OF STUDENT ENROLLMENT FOR 1953 - 1954

Sophomores		54
Freshmen		134
Special		8
Summer Session		84
Adult Education		322
Art and Ceramics	17	
Business Education	43	
Conversational French	5	
Conversational Spanish	6	
Driver Education	74	
English for Foreign Born	30	
Fundamentals of Credit Management	13	
Investment Securities	42	
Labor and Law	10	
Reading Improvement	60	
Shakespeare	8	
Woodworking	14	
	322	
Total Enrollment		602

Admission granted..............................

Application for Admission to Charlotte College

for..............................Quarter, 19.......

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

Mr.
NAME Miss.. Race..................
Mrs. (Last) (First) (Middle)

Address.. Phone...................
(Street or R.F.D.)

....
(Post Office) (State)

1. Place of birth..............................Date of birth..........................
2. If not a native of North Carolina, when did you become a resident?
....
3. Name of father, mother, or guardian..
4. If married and living with husband (or wife) give his (or her) name
....
5. Do you have children?...............If so, give number, sex, and age
....
6. Church membership?...........................If not a church member, denomination preferred..
7. High school and other colleges attended:

Name of school	Location	Dates of Attendance	Graduation
1..........................	....	....	....
2..........................	....	....	....

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?...................... What was last year you were in school?...................... (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran?...................... If so have you applied for a Certificate of Eligibility from the Veterans Administration?...................... (Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school..
11. Do you plan to complete the work for a college degree?.................. At what institution?..
12. Course desired (Liberal Arts, Commerce, Merchandising, etc.)
....
13. Have you decided on a life's work?...........If so, what?........................

Signature.. Date........................

CHARLOTTE COLLEGE

CATALOG
1955-1956

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

1949

A Two-Year Junior College offering Instruction in
General Education, Pre-Professional Training, Vocational,
Industrial, and Community Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

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CALENDAR OF EVENTS – 1955 - 1956

FALL QUARTER, 1955

September 15-16	Placement Tests
September 19	Registration
September 20	First Day of Classes
November 23-27	Thanksgiving Recess
December 13	Last Day of Classes
December 14-16	Final Examinations
December 17	Christmas Vacation

WINTER QUARTER, 1956

January 2	Registration of New Students
January 3	First Day of Classes
March 12	Last Day of Classes
March 13-15	Final Examinations

SPRING QUARTER, 1956

March 17	Registration of New Students
March 19	First Day of Classes
March 30–April 2	Easter Vacation
May 29	Last Day of Classes
May 30–June 1	Final Examinations
June 3-4	Graduation Exercises

SUMMER SESSION, 1956

First Summer Term

June 7	Registration
June 8	First Day of Classes
July 4	Holiday for Independence Day
July 13	Last Day of Classes
July 16-17	Final Examinations

Second Summer Term

July 18	Registration
July 19	First Day of Classes
August 22	Last Day of Classes
August 23-24	Final Examinations

ADMINISTRATIVE ROSTER FOR – 1954-1955

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, Chairman
Mr. G. D. Aitken
Mrs. R. T. Bellows
Mr. J. Gordon Christian, Jr.
Mr. J. P. Hobson
Mr. Ben S. Horack
Mr. Ben Huntley

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Mr. John M. Dunlap	*Assistant Superintendent*
Miss Douglas Kendall	*Treasurer*
Miss Bonnie E. Cone	*Director*
Miss Joyce Dunn	*Secretary*

ADVISORY COMMITTEE

Mr. J. Murrey Atkins, Chairman
Mr. Glen Coan
Mrs. Julian P. Creighton
Dr. George D. Heaton
Mr. Ben Huntley
Mr. W. A. Kennedy
Mr. John Paul Lucas
Mr. Dick Young

FACULTY – 1954-1955

Abernethy, George L. . . . . . *Philosophy*
A.B., Bucknell University
M.A., Oberlin College
Ph.D., University of Michigan

Bell, Claude A. . . . . . *Woodworking*
A.B., Western Kentucky State College
M.Ed., University of Missouri

Blair, Rosannah C. . . . . . *Librarian*
A.B., Dickinson College
B.S., Columbia University School of Library Science

Cone, Bonnie E. . . . . . *Mathematics*
B.S., Coker College
A.M., Duke University

Corbett, Thomas A. . . . . . *Psychology*
A.B., Transylvania College
B.D., The College of the Bible
M.A., Florida State University

Davis, Andrew J. . . . . . *Flight Operations*
North Carolina State College

Denny, Mary R. . . . . . *English*
A.B., Salem College
A.M., Duke University

Fore, Mary S. . . . . . *English*
A.B., Winthrop College
A.M., Columbia University

Fraser, Marion L. . . . . . *English*
A.B., Winthrop College
A.M., University of South Carolina

Gill, Joseph R. . . . . . *Engineering Drawing*
B.M.E., North Carolina State College

Harrison, Jane . . . . . . *Business*
A.B., Randolph Macon Woman's College
A.M., Indiana University

Hechenbleikner, Herbert . . . . . . *Botany, Zoology and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Holder, Russell . . . . . . *Engineering Drawing*
B.S.M.E., Duke University

Hoyle, Frances B. . . . . . *Spanish*
A.B., Woman's College, University of North Carolina
A.M., New York University

Hoyle, Hughes B. . . . . . *Mathematics*
A.B., A.M., University of North Carolina

Jackson, Franklin R. . . . *Blueprint Reading*
B.S.M.E., Duke University

Lafferty, Oma C. . . . *Sociology*
A.B., Tulane University
A.M., University of Chicago

Long, Rufus A. . . . *Economics*
B.S., Davidson College
M.B.A., Wharton Graduate School

McColley, Earl S. . . . *Chemistry*
Ph.B., A.M., Brown University
Ph.D., Boston University

McFarland, Guy W. . . . *Accounting*
B.S., University of North Carolina

Macy, Pierre . . . *French, Spanish*
Ph.D., University of Paris

Martin, Helen . . . *Librarian*
B.A., Connecticut College
B.L.S., Columbia University School of Library Science

Nattress, John A. . . . *Human Relations*
Director of Technical Institute
B.S., Drexel Institute of Technology
M.S., Georgia Institute of Technology

Parker, Donald H. . . . *Reading Improvement*
B.A., M.A., University of Florida

Rowlett, B. J. . . . *Descriptive Geometry*
B.S.C.E., Virginia Polytechnic Institute

Ryan, Frances . . . *Cooking*
B.S., Winthrop College
M.A., Columbia University

Smith, Hugh B. . . . *Basketball*
B.S., Wake Forest

Starnes, William R., Jr. . . . *Investment Securities*
B.A., Davidson College

Sturges, William W. . . . *Labor Law*
B.A., Yale University
LL.B., Columbia University

Tinkham, Mark . . . *Physics*
A.B., University of North Carolina

Warwick, Lewis A. . . . *Mathematics*
A.B., Asbury College
M.A., University of Michigan

Watson, Flora Mae . . . *Mathematics*
A.B., Winthrop College

Williams, John F. . . . *Mathematics*
B.A., M.A., University of Tennessee

Winningham, Edyth F. . . . *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university through the two years of college work in most major fields.
2. Preparation for immediate employment through the two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the Board of School Commissioners to take measures to provide for a permanent college. At the request of the Charlotte Board of School Commissioners, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the Board of School Commissioners to administer the college as a part of the public school system and to finance the institution by charging the students tuition. At the outset any additional finances which were needed were to be provided from non-tax monies. In the event that these funds proved to be insufficient, the measure authorized a special election to provide a tax of not more than five cents on the $100. Since it had been apparent for some time that the available income was inade-

quate, a special tax election was held and passed by the electorate of the city of Charlotte on May 18, 1954. The passage of this election provides a two cents tax on the $100 property valuation for the Charlotte Community College system of which Charlotte College is a part.

In the 1954-1955 session, the sixth year under local sponsorship, Charlotte College reached a total enrollment of 668 individuals, including 287 students in non-college credit courses and 381 in regular college classes. The college has a faculty of 34 full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 154,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less than a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 12,000 volumes and subscribes to 65 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 1700 volumes of its own, subscribes to 24 periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve not as a barrier to entrance but as an aid to student and counselor in planning the college program.

The college provides limited counseling services for its students. In addition to counseling by individual subject instructors, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of fourteen quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter Charlotte College should do the following:

1. File at the college office the following:
    - (a) Application for admission completely filled out.
    - (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

Veterans in G. I. Bill training under Public Law 550 will receive an education and training allowance each month from the Government, to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and his school or training establishment, that he was enrolled in and was pursuing his course during that period.

A veteran attending Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone FRanklin 5-8686.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, Telephone EDison 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign language (two years in one language)	2 Units
Social science (one year, preferably United States History)	2 Units
Natural science (one year with laboratory)	1 Unit
Electives	4½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average, special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22, 71
Botany 1, 41
Chemistry 1, 2
Geography 38
Geology 41, 42
Physics 24, 25
Physics 201, 202, 203
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:

Chemistry 31, 41, 42

Student Activity Fee

The basic student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper. The yearbook fee of three and one-half dollars ($3.50) is required of each student upon his entrance for the fall or the winter quarter.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular attendance in all classes is expected of all students. Each student in good standing is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence will result in a grade of F and may lead to suspension from college.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies or a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

To make up a scheduled or previously announced test from which he has been absent, the student must secure written permission from the director and pay a fee of $1.00. He should then present the permission to the instructor, who will arrange to give the test at a later date. The full responsibility for making arrangements to take the test rests upon the student.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A Excellent—3 quality points per quarter hour credit
B Good—2 quality points per quarter hour credit
C Fair—1 quality point per quarter hour credit
D Barely passed—0 quality points per quarter hour credit
F Failed—Minus 1 quality point per quarter hour credit
I Work incomplete—0 quality points per quarter hour credit
W Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has quarter hours of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of Charlotte College to encourage and develop student self government. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; the chairmen of standing committees; and the elected publication officers. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program, and formulating with the approval of the students and faculty, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, coffee-hours, and receptions, will be provided.

MUSIC

Music groups are organized according to the interest of students. Choral ensembles offer all students an opportunity to participate.

DRAMATICS

Classes and workshops in dramatics will be provided according to student interest. Emphasis is placed on the speech training of individual students and group work in various phases of theatre work—acting, lighting, scenery, and make-up.

PUBLICATIONS

Newspaper

To provide information for all persons interested in Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10

---

*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

Choose one:	
Economics 31-32	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not psychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3, 4, and 21 or Philosophy 41	
*Spanish 3, 4, and 21 or Philosophy 41	15

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Political Science 41	5
Choose one:	
Business Administration 5	
Business Administration 71	
Psychology 1	5
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

**Students must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new language 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

PRE-ENGINEERING (University Parallel)*

Charlotte College is authorized to announce that the following pre-engineering curriculum is a cooperative and correlated program with the Engineering School of North Carolina State College. The first two years of the program are to be completed at Charlotte College. Then the student (with a C grade or better on all courses) will transfer to North Carolina State College to complete the final two years of the undergraduate program in some branch of engineering. The detailed course of study for the last two years can be obtained from the State College catalogue.

If the student plans to transfer to an engineering school other than North Carolina State College, the director will assist in planning his curriculum accordingly.

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	16
Engineering Drawing, M.E. 101-102-103	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 201-202-203	15
English 3-4	10
Economics 31-32	10
Approved Electives	10

Approved elective courses will depend upon major field requirements and may be selected from the following or other courses: Business Administration 71—Accounting Principles, Chemistry 41-42—Quantitative Analysis, M. E. 201—Descriptive Geometry, English 9—Public Speaking, Geology 41-42—Physical and Historical Geology, Political Science 41—Government of the United States, Psychology 1—General Psychology.

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1). Take the regular liberal arts course.

(2). Take the regular business administration course.

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*In some fields of Engineering it will be necessary to take a course or two in the senior institution's summer school prior to entering the junior year.

PRE-MEDICINE (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15
Choose one:	
French 21-22	
Spanish 21-22	10

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*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

TERMINAL CURRICULA

The terminal curricula are intended primarily for students who expect to complete their college program in two years and go directly into employment. However, some work in each program is transferable to senior colleges so that a person can transfer from a terminal curriculum to a university parallel curriculum without losing all of his credits.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE

(Terminal)[†]

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Business Administration 1	5
Mathematics 7-8 or R-7-8	10
Elective (Typewriting required of students not proficient)	10

SECOND YEAR

English 3-4 or 5-6	10
Business Administration 21-22	10
Economics 31-32	10
Political Science 41	5
Business Administration 5	5
Elective	5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE

(Terminal)[†]

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Business Administration 15-16	10
Business Administration 17-18	10
Business Administration 1	5

SECOND YEAR

English 21	5
Business Administration 21-22	10

[†] Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his or her choice.

Business Administartion 25-26	10
Business Administration 27-28	10
Business Administration 32	5
Business Administration 33	5

DISTRIBUTION

(Terminal)

The program in Distribution is designed to train junior and senior executives in the fields of retail and wholesale selling and buying, personel work, advertising, small store management, and related areas.

FIRST YEAR

	Quarter Hours
English 1-2	10
Mathematics 1	5
Psychology 1	5
Economics 31-32	10
Business Administration 4	3
Business Administration 6	5
Business Administration 7	2
Business Administration 11-12-13	9

Electives:

Business Administration 15
Business Administration 21

SECOND YEAR

English 21	5
English 9	4
Economics 1	4
Business Administration 3	4
Business Adiministration 5	5
Business Administration 8	2
Business Administration 24	4
Business Administration 41-42-43	9
Business Administration 31	5
Psychology 21	4

TECHNICAL INSTITUTE CURRICULA

The Technical Institute offers several two-year college programs of technical training for individuals preparing for positions in the production, operation, maintenance, sales, and supervision phases of industry. The primary purpose of technical institute education is to train individuals for occupations which have a position between the skilled crafts and the highly scientific professions.

BUILDING CONSTRUCTION TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2, 10	13
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101	2
Physics 24-25	12
Production Management 112	3
Building Construction 121	4
Mechanical Technology 139	6

SECOND YEAR

Building Construction 141, 143, 145, 147, 148	18
Building Construction 151, 152, 153, 158	16
Building Construction 161, 163, 165	15

DRAFTING AND DESIGN TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2	10
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101-102-103	6
Physics 24-25	12
Production Management 112	3
Mechanical Technology 139	6

SECOND YEAR

Descriptive Geometry M. E. 201	3
Mechanical Technology 141, 145, 151, 154, 163, 165, 169	17
Drafting and Design 142, 145, 151, 155, 156, 157, 158, 162	25
English 10	3
Electrical Technology 159, 164	7

ELECTRICAL TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2, 10	13
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101-102	4
Physics 24-25	12

Production Management 112	3
Electrical Technology 131	6

SECOND YEAR

Mathematics 201	4
Electrical Technology 141, 143, 145	16
Electrical Technology 151, 154, 153, 152	20
Electrical Technology 161, 162, 164, 166, 169	21

ELECTRONICS AND COMMUNICATIONS TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2, 10	13
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101-102	4
Physics 24-25	12
Production Management 112	3
Electrical Technology 131	6

SECOND YEAR

Mathematics 201	4
Electrical Technology 141, 143, 145	16
Electrical Technology 157, 154, 153, 152	20
Electrical Technology 163, 165, 167, 160, 168	21

MECHANICAL TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2, 10	13
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101-102	4
Physics 24-25	12
Production Management 112	3
Mechanical Technology 139	6

SECOND YEAR

Mechanical Technology 141, 145, 146, 144, 147	13
Production Management 142, 148, 152, 153, 156, 151	18
Mechanical Technology 151, 153, 154	8
Electrical Technology 159	5
Mechanical Technology 161, 163, 165, 167, 168, 169	12

PRODUCTION AND MANAGEMENT TECHNOLOGY

FIRST YEAR

	Quarter Hours
English 1-2, 10	13
Mathematics 101-102-103	14
Chemistry 1	5
Engineering Drawing M. E. 101-102	4
Physics 24-25	12
Production Management 112	3
Mechanical Technology 139	6

SECOND YEAR

Mechanical Technology 141, 145, 151, 169	10
Production Management 142, 145, 147, 148	11
Production Management 151, 152, 153, 156, 157, 158	18
Production Management 161, 163, 164, 169	15

DESCRIPTION OF COURSES

(Note: Figures in parentheses represent quarter hours.)

BOTANY

Botany 1: (5) The structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

Botany 41: (6) To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUILDING CONSTRUCTION TECHNOLOGY

Building Construction 121: (4) GRAPHICS

Prerequisite: M. E. 101

An introductory study in architectural drawing and in the principles of visual design. This subject equips the student with a basic knowledge of descriptive geometry, shades and shadows, and perspective. Two lecture and four laboratory hours per week.

Building Construction 124: (3) BLUEPRINT READING

Prerequisite: None

A study of architectural blueprints for all students who must translate drawings into actual existing structures. This course is also useful for students who must use blueprints for general layout of electrical, plumbing and air conditioning systems.

Building Construction 141: (7) ARCHITECTURAL DRAFTING I

Prerequisite: B. C. 121

A study of residential design. This includes the preparation of working drawings with all details and the actual construction of a model of a small house based on these drawings. Three lecture and eight laboratory hours per week.

Building Construction 143: (3) BUILDING MATERIALS

Prerequisite: None

A study of the materials of construction; the effect of the physical properties of the materials upon the design. Brief description of the manufacture of various materials. The use and purpose of different materials in modern construction.

Building Construction 145: (3) ARCHITECTURAL HISTORY

Prerequisite: None

A study of the progress of architecture. This includes a review of architectural forms from early Egyptian to Modern Engineered Architecture.

Building Construction 147: (4) ELEMENTARY SURVEYING

Prerequisite: Math 102

A study of the various surveying instruments including their construction, care, and use; theory and practice of chaining, differential and profile leveling; traversing; theory and practice of stadia; locating buildings and setting batter boards; reduction and plotting of field notes; and computation of areas and earthwork. Two lecture and four laboratory hours per week.

Building Construction 148: (1) GRAPHIC STATICS

Prerequisite: Physics 24

A study of graphical methods of calculating reactions, stresses, resultants and their application in various structural problems. Two laboratory hours per week.

Building Construction 151: (6) ARCHITECTURAL DRAFTING II

Prerequisite: B. C. 141 & B. C. 152 (or concurrently)

A study of architectural design and preparation of working and structural drawings of more complex structures than those studied in B. C. 141. Structural computations are necessary. Three lecture and six laboratory hours per week.

Building Construction 152: (5) WOOD AND STEEL CONSTRUCTION

Prerequisite: Mech. 139

A study of the design of beams, girders, and columns in both steel and wood. Included is a study of the various timber fasteners, steel and timber trusses, and steel frameworks. Three lecture and four laboratory hours per week.

Building Construction 153: (3) BUILDING EQUIPMENT

Prerequisite: Physics 24

A brief survey of the principles of heating, ventilating, plumbing, air conditioning, lighting and electrical wiring of buildings from the construction viewpoint.

Building Construction 158: (2) STRUCTURAL DRAFTING

Prerequisite: M. E. 101

Structural steel framing practices and preparation of ship drawings for steel fabrication. Four laboratory hours per week.

Building Construction 161: (6) ARCHITECTURAL DRAFTING III

Prerequisite: B. C. 151

This course is a continuation of B. C. 151 with the necessary working and structural drawings. The structures studied are more complex than those studied in B. C. 151. A small scale model of the structure designed is required. Three lecture and six laboratory hours per week.

Building Construction 163: (5) CONCRETE CONSTRUCTION

Prerequisite: Mech. 139

A study of the properties of reinforced concrete with the determination of direct stresses and bending stresses in beams, slabs, girders, and columns. Laboratory work consists of problems and the actual testing of various concrete members. Three lecture and four laboratory hours per week.

Building Construction 165: (4) COSTS AND ESTIMATES

Prerequisite: B. C. 143

A study of methods for estimating the cost of all types of buildings including the preparation of material and labor quantity surveys from actual working drawings and specifications. Three lecture and two laboratory hours per week.

BUSINESS ADMINISTRATION

Business Administration 1: (5) Introduction to Accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Business Administration 3: (4) Advertising Copy and Layout. Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

Business Administration 4: (5) Selling. Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Business Administration 5: (5) Business Law. Essentials of the law of contracts, with related subjects.

Business Administration 6: (5) Retail Merchandising. This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

Business Administration 7: (2) Merchandise Information—Textile Fabrics. Required of those planning to enter department store work or other businesses handling textile fabrics or clothing. This course will cover fibers and fabric construction. It will be applied to merchandising of fabrics and clothing, fashion coordination and interior decoration.

Business Administration 8: (2) Merchandise Information—Non-Textiles. Various types of information with emphasis on sources of information and methods of keeping up to date. Special project method to be used.

Business Administration 11-12-13: (3 each) Business Laboratory. This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

Business Administration 15-16: (5 each) Beginning Typewriting. The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Business Administration 17-18: (5 each) Beginning Shorthand. Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Business Administration 21-22: (5 each) Accounting Principles. Prerequisite: Business Administration 1. The fundamental principles of accounting are reemphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business Administration 24: (4) Sales Management. A policy-level program to tackle distribution and management problems. Problems of small store to be discussed.

Business Administration 25-26: (5 each) Advanced Typewriting. The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

Business Administration 27-28: (5 each) Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

Business Administration 31: (5) Personnel Management. This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analyses, and keeping personnel records.

Business Administration 32: (5) Office Machines. A fair degree of skill is developed in the use of machines such as dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Business Administration 33: (5) Office Practice. Prerequisite: Business Administration 15-16 and Business Administration 17-18. An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

Business Administration 41-42-43: (3 each) Business Laboratory. This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

Business Administration 51: (5) Business Organization. Prerequisite: Economics 31 or equivalent. This is a survey of the multiple problems which face the business executive.

Business Administration 71: (6) Accounting Principles. Prerequisite or co-requisite: Economics 31-32. This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students. Four lecture and four laboratory hours a week.

CHEMISTRY

Chemistry 1-2: (5 each) General Descriptive Chemistry. Prerequisite (or co-requisite): Mathematics 7 or Mathematics 101. Fundamental principles, theories, and laws of chemistry; occurrence, preparation, properties, and uses of selected elements and their compounds; equilibrium, oxidation and reduction; metallurgy; introduction to organic and nuclear chemistry. Three lecture and four laboratory hours a week.

Chemistry 31: (6) Qualitative Analysis. Prerequisite: Chemistry 1-2 or equivalent. Reactions of electrolytes in solution, chemical equilibrium, semi-micro analytical techniques, identification of common cations and anions. Three lecture and six laboratory hours a week.

Chemistry 41-42: (6 each) Elementary Quantitative Analysis. Prerequisite: Chemistry 31. Volumetric and gravimetric analysis, techniques, stoichiometry, principles of neutralization, oxidation, precipitation and calorimetric methods. Three lecture and six laboratory hours a week.

DRAFTING AND DESIGN TECHNOLOGY

Drafting–Design 142: (4) MECHANISMS

This course consists of mathematical and drafting room solutions of problems involving the principal machine elements. Included is a study of motions of linkages, velocities and acceleration of points within a link mechanism, and layout methods for designing cams, belting, pulleys, gears and gear trains. Three lecture and two laboratory hours per week.

Drafting–Design 145: (4) INDUSTRIAL DRAFTING

Prerequisite: M. E. 103

Drafting lab work and practice in preparing detail and assembly drawings from design sketches and specifications. Eight laboratory hours per week.

Drafting–Design 151: (3) PRODUCTION ILLUSTRATION

Prerequisite: M. E. 103

Perspective drawing with emphasis on application to industrial production work. Using production illustrations co-ordinating work between various departments of a plant such as production, assembly, inspection, training. One lecture and four laboratory hours per week.

Drafting–Design 155: (4) MACHINE DESIGN

Prerequisite: D. D. 142

In this course the principles of design of machine elements are developed including material selection, classes of fits, tolerances and allowances, design of bolts and screws, rivited and welded joints, pressure vessels, shafts, couplings, brakes, clutches, belts and pulleys, gearings and bearings, columns and power screws. Design problems are given which cover each item as it is studied. Three lecture and two laboratory hours per week.

Drafting–Design 156: (2) PIPE DRAFTING

Prerequisite M.E. 103

Problems dealing with design and layout of piping systems. Four laboratory hours per week.

Drafting–Design 157: (2) STRUCTURAL FABRICATION DESIGN

Prerequisite: D. D. 145

A course dealing with the design and representation of structural and machine parts. Four laboratory hours per week.

Drafting–Design 158: (3) MATERIALS AND PROCESSES

A study of materials, their limitations and usefulness; techniques of processes, their relative importance industrially and their relation to one another in a complete understanding of the entire manufacturing process of a machine or part. Emphasis on correct use of a machine or part and on correct use of technological terms.

Drafting–Design 162: (3) TOOL AND DIE DESIGN

Prerequisite: Mech. 145 & 151

This course covers the fundamentals of design necessary for the successful construction of modern cutting tools used in mass production manufacturing. It also covers the fundamentals of the design of blanking and cutting dies, bending and forming dies, and drawing dies. Complete assembly and detail drawings of the design are made in the drafting room. One lecture and four laboratory hours per week.

ECONOMICS

Economics 1: (4) BUSINESS ECONOMICS

This course covers the economics of distribution, an examination of marketing channels, sources and use of business publications and other materials as applied to the solution of distribution problems.

Economics 31-32: (5 each) General Economics.

ELECTRICAL AND ELECTRONICS TECHNOLOGY

Electrical Technology 131: (6) ELECTRICAL CIRCUITS I

Prerequisite: Math 101, Physics 25 (or concurrently)

A study of the fundamentals of alternating current theory and practice as applied to single-phase circuits. Covers generation of alternating emf, resistance networks, Thevenin's theorem; resistance, capacitance, and inductance; reactance, impedance, and phase relations; conductance, susceptance, and admittance; series and parallel RLC circuits; resonant and anti resonant circuits; complex notation; use of the slide rule; and metering and instrumentation. Five lecture and two laboratory hours per week.

Electrical Technology 141: (6) ELECTRICAL CIRCUITS II

Prerequisite: E. T. 131 and Math 102

A continuation of E. T. 131 into advanced alternating-current theory and practice as applied to single-phase circuits. The use of complex notation in further analysis of series and parallel circuits. Covers coupled-circuit theory, impedance transformation, transformer theory, mutual inductance, and reflected impedance. A study of single-phase transformers including construction, classification, cooling methods, regulation, loss determination, and efficiency. Also covers per unit method of calculation; conversion efficiency, ripple factor, transformer utilization factor, and circuit analysis of single-phase half wave, full wave, and bridge rectifier circuits. Five lecture and two laboratory hours per week.

Electrical Technology 143: (6) ELECTRON TUBES

Prerequisite: E. T. 131, Math 102

A basic study of the control of free electrons in elementary electronic circuits. Classification and characteristics of high-vacuum tubes; tube characteristic curves; rectification and amplification: basic amplifier circuits, load lines, amplification factor, transconductance, plate resistance, and stage gain; classification and characteristics of gas-filled, vapor-filled, and cathode-ray tubes; metering and instrumentation. Five lecture and two laboratory hours per week.

Electrical Technology 145: (4) COMMUNICATIONS TECHNOLOGY

Prerequisite: E. T. 131, E. T. 143 (or concurrently)

A study of the operating principles of telephone equipment and circuits, local-battery and common-battery manual exchanges, basic relay circuits for digital control. Three lecture and two laboratory hours per week.

Electrical Technology 151: (6) A. C. MACHINERY I

Prerequisite: E. T. 152, E. T. 153 (or concurrently)

The study of polyphase induction motors and single phase motors including construction, characteristics, operation and control, and industrial applications. Laboratory tests are conducted to study operating principles and determine performance characteristics. Five lecture and two laboratory hours per week.

Electrical Technology 152: (4) ROTATING MACHINERY

Prerequisite: E. T. 141, Math 201

The study of direct-current motors and generators including construction, characteristics, operation and control, and industrial applications. Also studied are the principles and operating characteristics of three-phase induction motors, single-phase motors, synchronous generators and synchronous motors. Laboratory tests are conducted to study operating principles and determine performance characteristics. Three lecture and two laboratory hours per week.

Electrical Technology 153: (4) POLYPHASE CIRCUITS

Prerequisite: E. T. 141, E. T. 143, Math 201

A study of polyphase distribution systems, transformer connections, circuit analysis, and rectifier circuits. Three lecture and two laboratory hours per week.

Electrical Technology 154: (6) INDUSTRIAL ELECTRONICS

Prerequisite: E. T. 141, E. T. 143

A study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, generator and motor control systems, and induction and dielectric heating equipment. Five lecture and two laboratory hours per week.

Electrical Technology 157: (6) RADIO I

Prerequisite E. T. 154 (or concurrently)

A study of radio receivers and receiver circuits. Tuned-radio frequency, regenerative, superregenerative, and superheterodyne receivers. Biasing methods, tuning circuits, radio-frequency and audio-frequency amplifiers, amplifier coupling methods and analysis, regenerative and degenerative circuits, basic oscillator circuits, decoupling networks; modulation, detection, and detector circuits; power supplies and power amplifiers, metering and instrumentation. Laboratory work includes the construction of a superheterodyne receiver. Four lecture and four laboratory hours per week.

Electrical Technology 159: (5) INDUSTRIAL ELECTRICITY

Prerequisites: Physics 25 and Math 8 or 102

A study of electrical fundamentals, circuit analysis, electrical machinery, control circuits, and industrial applications of electrical equipment. Four lecture and two laboratory hours per week.

Electrical Technology 160: (4) TRANSMISSION LINES AND ANTENNAS

Prerequisite: E. T. 157 (or concurrently)

High-frequency transmission line concepts and practical applications. Impedance-matching concepts and methods, transmission line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high frequency measuring techniques. Three lecture and two laboratory hours per week.

Electrical Technology 161: (6) A.C. MACHINERY II

Prerequisite: E. T. 151

A study of the design, operating principles, performance characteristics and industrial applications of synchronous motors, synchronous generators, synchronous converters, synchros, servomotors, and amplidynes together with their motor-starting, switching and protective devices. Laboratory tests are conducted on these units. Five lecture and two laboratory hours per week.

Electrical Technology 162: (4) WIRING METHODS

Prerequisite: E. T. 152, E. T. 153

A study of wiring and wiring methods used in buildings. The course material includes wire sizes, types of insulation, electrical fittings, service entrances, distribution centers, branch circuit layout, switching arrangements, motor control circuits, and a thorough examination of the recommendations of the National Electrical Code and the National Electrical Manufacturers Association with illustrative applications of wiring procedures. Three lecture and two laboratory hours per week.

Electrical Technology 163: (6) FM AND TELEVISION

Prerequisite: E. T. 157

A study of the principles of frequency modulation, methods of modulation and defection, FM transmitter and receiver circuits; FCC standards of television transmission, camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection generators, alignment procedures, servicing, transmitter circuits. Five lecture and two laboratory hours per week.

Electrical Technology 164: (2) ELECTRICAL DRAWING

Prerequisite: M. E. 101, 102

A study of A.S.A. and A.I.E.E. standard electrical drawing symbols and preparation of electrical drawings including schematics, single-line diagrams, wiring diagrams, layouts and others. Four laboratory hours per week.

Electrical Technology 165: (4) MICROWAVES AND RADAR

Prerequisite: E. T. 157

A study of microwave techniques, theory and practice in pulse circuits, U.H.F. amplifiers, transit time effects, wave guides and cavity resonators; dynatrons, transitrons, klystrons, and magnetrons; multivibrators and trigger circuits; principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems. Three lecture and two laboratory hours per week.

Electrical Technology 166: (6) ELECTRIC POWER DISTRIBUTION

Prerequisite: E. T. 151

A study of the fundamental principles of electric power transmission and distribution including the calculation of short and medium length polyphase lines; the study of types and classes of loads, distribution networks, transformer connections and operation, voltage control, and protecting equipment; the study of mechanical principles involved in network design and the study of economic principles of distribution. Five lecture and two laboratory hours per week.

Electrical Technology 167: (5) ADVANCED RADIO

Prerequisite: E. T. 157

A study of advanced radio communication circuits, AM transmitters, power amplifiers, phase inverters, push pull amplifiers, and modulator circuits; alignment and tuning of AM, FM, and T.V. receivers; including servicing techniques and trouble shooting procedures. Three lecture and four laboratory hours per week.

Electrical Technology 168: (2) ELECTRONIC DRAFTING

Prerequisite: E. T. 154

A course in the design, layout, and estimating of electronic circuits and equipment. The student works in the drafting lab on projects he might build in E. T. 163 or E. T. 167 laboratory. Four laboratory hours per week.

Electrical Technology 169: (3) ILLUMINATION

Prerequisite: E. T. 141

A study of illumination principles and practices. Modern illumination principles, calculations and equipment are coordinated in design problems of complete fluorescent and incandescent lighting installations. Two lecture and two laboratory hours per week.

ENGINEERING DRAWING

M. E. 101-102-103: (2 each) Engineering Drawing. Drawing-board work covering lettering, projections, sections, revolution, pictorial drawings, intersection, development, working drawings, tracing, and instructions in blue printing and other reproductions.

M. E. 201: (3) Descriptive Geometry. Prerequisite: M.E. 103. Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

English R: (0) Refresher English. Required of all students who by placement test fail to qualify for English 1. Special emphasis will be given to review of grammar, to reading, and to writing. Credit for English 1 may be earned (1) by students completing the course with grade A or B or (2) by students showing sufficient progress by mid-quarter to be transferred to English 1.

English 1-2: (5 each) Freshman English. Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

English 3-4: (5 each) English Literature. Prerequisite: English 1-2. In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

English 5-6: (5 each) American Literature. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 7-8: (5 each) The English Novel. Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses. The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

English 9: (5) Public Speaking. Composition and delivery of original speeches.

English 10: (3) Technical Writing. Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of the various types most likely to be used on the job by technicians.

English 21: (5) English of Business. A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

French 1-2-3: (5 each) Beginners' Conversational French.
Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

Reading of easy graded texts is added and stressed throughout French 3.

Prerequisite for French 2: French 1 or the equivalent.
Prerequisite for French 3: French 2 or the equivalent.

French 4: (5) France and her Civilization.
Study of the geography, history, customs and culture of the French people. Conducted in French whenever advisable.
Collateral reading of a French contemporary novel. Book report.

Prerequisite: French 3 or the equivalent.

French 21: (5) Readings in Contemporary French Literature.
Reading and discussion of short stories, drama, short novel, by outstanding French writers.

Conducted in French as much as possible.

Collateral reading of two novels. Book reports.

Prerequisite: French 4 or the equivalent.

French 22: (5) Introduction to French Literary Masterpieces.
Readings from the great classical writers, prose and verse.
Conducted in French.

Collateral reading of two French classical works. Book reports.

Prerequisite: French 21 or the equivalent.

French C 4: (5) Intermediate Practical French Conversation.
The student's self-expression in everyday French is gradually increased through this course.

Conducted mostly in French.

Collateral reading of a book. Book report.

Prerequisite: French 1, 2 and 3, or two years of high school French.

French C 5: (5) Practical French Conversation.
Informal group conversation and dramatization based on short French texts, newspaper and magazine articles.

Conducted in French.

Collateral reading of a book. Book report.

Prerequisite: French C4 or the equivalent.

French C 6: (5) Advanced French Conversation.
Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collateral reading of two books. Book reports.

Prerequisite: French C5 or the equivalent.

GEOGRAPHY

Geography 38: (6) Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

Geology 41: (6) Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 42: (6) Historical Geology. Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HISTORY

History 1: (5) Social Science. A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

History 2: (5) Social Science. A study of contemporary civilization during the past century.

History 21: (5) History of the United States before 1865.

History 22: (5) History of the United States from 1865 to the present time.

MATHEMATICS

Mathematics A: (0) Plane Geometry. Five hours a week.

Mathematics G: (0) Solid Geometry. Five hours a week.

Mathematics R: (0) Intermediate Algebra. Five hours a week.

Mathematics 1: (5) Business Mathematics. Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

Mathematics 7: (5) College Algebra. Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

Mathematics 8: (5) Plane Trigonometry. Indentities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

Mathematics 31: (5) Plane Analytic Geometry. Prerequisite: Mathematics 7 and 8.

Mathematics 32: (5) Differential Calculus. Prerequisite: Mathematics 31.

Mathematics 33: (5) Integral Calculus. Prerequisite: Mathematics 32.

Mathematics 101: (4) Algebra for Engineers. Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

Mathematics 102: (4) Trigonometry for Engineers. Prerequisite: Mathematics 101. The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

Mathematics 103: (6) Analytical Geometry. Prerequisite: Mathematics 102. Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

Mathematics 201: (4) Calculus I. Prerequisite: Mathematics 103. Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and acceleration.

Mathematics 202: (4) Calculus II. Prerequisite: Mathematics 201. Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

Mathematics 203: (4) Calculus III. Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MECHANICAL TECHNOLOGY

Mechanical Technology 139: (6) MECHANICS OF MATERIALS

This course covers the various physical properties of the common materials of industry. Structures and machines in equilibrium are considered, and internal stresses of pure compression or tension are evaluated. A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids, direct stress, properties of materials, rivited and welded joints, torsion stresses in beams, beam deflections and columns. Five lecture and two laboratory hours per week.

Mechanical Technology 141: (3) MACHINE SHOP I

An introduction to general metal work, the use and care of hand tools, maintenance of tools and equipment. The work is divided into four distinct phases, Machine Shop, Bench Metal, Forging, and Welding. Practical projects will be chosen for each phase using the greatest number and variety of operations. Lectures will be given on the use, manufacture, material made from, of all the common hand and machine tools that are used in the shop. These lectures are correlated with the shop work so the students will have a working knowledge of the tools they are using. Six laboratory hours per week.

Mechanical Technology 144: (3) TOOLS AND METHODS

An introduction to metal working and industrial manufacturing. Possibilities and limitations of various machine tools are developed so student will have a basic perspective of modern efficient industrial procedure. The characteristics of different materials are discussed as well as their adaptability to various processes. Correct terminology is introduced so that the student will be able to use the language of the engineer or technician.

Mechanical Technology 145: (3) JIG AND FIXTURE DESIGN

Prerequisite: Mech. 141

A study of the factors involved in large quantity production machine processes. This course is designed to give the student a thorough knowledge of the principles, practices, tools, and commercial standards of jig and fixture design. Through lectures, visual aids, and individual project design work, the student becomes well acquainted with the many types of jigs and fixtures and their design. Throughout the course methods, cost, and safety are stressed from a practical standpoint. Two lecture and two laboratory hours per week.

Mechanical Technology 146: (2) INSPECTION METHODS

Prerequisite: Mech. 141

A study of the use and care of precision inspection instruments and methods of inspection. Types and methods of inspection are compared and discussed from samples chosen from industry as a comparison.

Mechanical Technology 147: (2) GENERAL WOODWORK

An introduction to woodwork designed to give students a background of basic woodworking processes. Topics include use of hand tools, sharpening and the upkeep of tools, basic woodworking principles of design and construction. Four laboratory hours per week.

Mechanical Technology 151: (2) MACHINE SHOP II

Prerequisite: Mech. 141

A study of the fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, layout, and finishing. Special attention is given to cutting speeds, tool and drill grinding and machine maintenance. Four laboratory hours per week.

Mechanical Technology 153: (4) METALLURGY AND HEAT TREATING

Prerequisite: M. E. 144 and Mech. 141

A study of the fundamentals of metallurgy, grain size, effect of carbon content, and hardness testing devices. Different alloys will be tested to determine the effect of heat treated. Three lecture and two laboratory hours per week.

Mechanical Technology 154: (2) MACHINE DRAWING

Prerequisite: M. E. 102

A course in the drafting laboratory in drawing gears, cams, and other machine parts, technical sketching, assembly drawing of small machines and exploded view drawings. One of the objects of this course is to train the student to communicate with management through drawing. Four laboratory hours per week.

Mechanical Technology 161: (2) MACHINE SHOP III

Prerequisite: Mech. 151

Practical work in the use of gages, taper turning, gear cutting, square thread cutting, and types of fits. The student will complete a project in advanced machine work. Four laboratory hours per week.

Mechanical Technology 163: (2) PATTERN MAKING

This course is a basic study of pattern making. The student works in the lab to make different types of patterns and the various allowances, finish, and color code are co-ordinated. Four laboratory hours per week.

Mechanical Technology 165: (3) TOOL ENGINEERING

Prerequisite: Mech. 139

A study of the applications of principles of strength and rigidity that are necessary in machine tool elements. The theory of strength of materials is put into practice in designing the assigned problems.

Mechanical Technology 167: (2) GENERAL SHEET METAL

Prerequisite: M. E. 102

Shop problems in sheetmetal layouts and methods of fabrication of sheet metal. Four laboratory hours per week.

Mechanical Technology 168: (2) WELDING

Prerequisite: Mech. 141

Fundamentals of both arc and acetylene welding. A study of the most economical methods in regards to welding time, machinability, and ductility. Safe practices in welding, types of rods, and welding symbols are also covered. Two laboratory hours per week.

Mechanical Technology 169: (2) MACHINE SKETCHING

Prerequisite: M. E. 102

A step by step procedure in freehand sketching of machine parts with pencil. Sketches are made in orthographic, isometric, and oblique projection, as well as true perspective. Dimensioning and shading of sketches are included. Use of sketching in communicating to management. Four laboratory hours per week.

PHILOSOPHY

Philosophy 41: (5) A Systematic Introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 42: (5) The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

Physics 24-25: (6 each) General Physics. Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

Physics 201-202-203: (5 each) Engineering Physics. Co-requisite: Mathematics 201. Emphasis is placed on problem solution and engineering applications. Recitations, demonstrated lectures, problem drill, and laboratory work are coordinated to give a working knowledge of physics. Physics 201, mechanics and heat; Physics 202, sound, magnetism, and electricity; Physics 203, optics and modern physics. Four lecture and demonstration periods and two laboratory hours a week.

POLITICAL SCIENCE

Political Science 41: (5) Government of the United States. The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

Political Science 42: (5) Processes and Problems of Government in the United States. Prerequisite: Political Science 41.

Political Science 51: (5) Comparative Government. Prerequisite: Political Science 41. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

Political Science 52: (5) International Relations and World Politics. Prerequisite: Political Science 41. The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PRODUCTION AND MANAGEMENT TECHNOLOGY

Production–Management 112: (3) HUMAN RELATIONS

A course of training in the development of personality, ability to analyze problems involving human relations, and the development of good foundations for personnel relations. Actual cases of human relations problems in industry are studied with a view toward developing the technique of working with superiors, associates and subordinates.

Production–Management 121: (3) CONTRACTS AND SPECIFICATIONS

A study of the general law of contracts, agency, sales, and engineering specifications as incorporated into contracts. Patents, copyrights and trade marks are also discussed to aid the technician in his relations with the law, the public and the ethics of the engineering profession.

Production–Management 142: (3) SALES ENGINEERING AND INDUSTRIAL PURCHASING

A study of the problems encountered in the sales field that require technical or engineering skills and knowledge in their solution. The course covers the methods and principles of industrial sales and service engineering; the nature of the purchasing function, including the art of interview and conference, sources of purchasing information, forecasting ultimate values, and reciprocity purchasing.

Production–Management 145: (2) MATERIALS HANDLING

A course to study the selection and use of modern equipment and methods for handling material in the industrial processes.

Production–Management 147: (3) JOB EVALUATION AND WAGE INCENTIVES

A study of the techniques and principles of job analysis and evaluation as a means for developing sound wage and salary administration. A study of the basic requirements of a sound wage incentive plan, control of quality in incentive installations, and union participation. Includes the study of a number of different wage incentive plans.

Production–Management 148: (3) METHODS ENGINEERING

A study of principles and techniques used in production including batch and mass production techniques, practice in writing standard procedure, raw material specifications and manufacturing instructions. The application of the "questioning attitude" in search for better manufacturing methods and job procedures and the four-step method of job improvement are also studied.

Production–Management 151: (3) INDUSTRIAL SAFETY

A study of the basic principles of industrial accident prevention considering the nature and extent of the accident problem. The course covers mechanical safeguards, fire prevention, occupational disease, hygiene and first aid, safety codes, compensation, safety education programs, and fundamentals of good safety organization.

Production–Management 152: (3) MOTION AND TIME STUDY

A study of the principles of motion economy, methods of motion study and micro-motion study, use of standard data and formula construction. The course covers the fundamentals of stop watch time study; effort rating; uses of time study; and the use of synthetic systems of time study. Two lecture and two laboratory hours per week.

Production–Management 153: (3) SUPERVISORY TRAINING

A study of line of responsibility and authority, technique of job instruction, personal leadership, technique of conducting a conference, how to produce for a profit. The subject treats problems of the supervisor as cost man, as safety man, as production man, as quality man, as personnel man, as the manager of his department.

Production–Management 156: (3) PLANT LAYOUT

Principles of plant layout, process and flow charts, tools and aids for effective plant layouts. Problems in industrial plant design, equipment location and layout for operation, space, utilization and utility requirements. The supervisor's responsibility for building and equipment maintenance. Two lecture and two laboratory hours per week.

Production–Management 157: (3) PRODUCTION CONTROL

A study of current practices in production planning, routing, scheduling and dispatching. The preparation for production and use of control forms and reports.

Production–Management 158: (3) ELEMENTARY STATISTICS

An introductory course to practical statistics to enable the technician to better understand the elements of work measurement using statistics and to prepare for the course in statistical quality control.

Production–Management 161: (3) ENGINEERING ECONOMY

A study of the mathematics of investment in capital goods. Covers such areas as output and life of equipment, operation costs, depreciation methods and rates, economic selection of equipment, determination of economic lot sizes and cost studies on representative problems.

Production–Management 163: (3) QUALITY CONTROL

Prerequisite: Ind. 158

A study of inspection methods and basic principles and statistical techniques used to effect better control, cost savings, and an efficient quality control department. Special attention is given to setting up, maintaining, and interpreting statistical control charts.

Production–Management 164: (3) INDUSTRIAL RELATIONS

A study of the relations of labor and management and the legislation affecting such relations. Also covers personnel policies, selection and employment, interviewing and testing, employee records, training, employee benefits, wage and salary standards, and the use of practical industrial psychology.

Production–Management 168: (3) SMALL BUSINESS MANAGEMENT

Training in the operation of a small business concern including a practical knowledge of accepted accounting procedures, order billing, credits and collections, costs, payroll procedures, taxes, and information about standard business and office machines.

Production–Management 169: (6) ACCOUNTING AND COST CONTROL

A study of control of material and labor costs, determination of labor requirements, cost studies for use in estimating product prices. Elementary accounting to analyze financial statements and understand how costs are handled in accounting. Five lecture and two laboratory hours per week.

PSYCHOLOGY

Psychology 1: (5) General Psychology. This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

Psychology 2: (5) Child Psychology. This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

Psychology 3: (5) Social Psychology. A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

Psychology 21: (4) Applied Business Psychology. The general purpose of this course is to develop an understanding of people. Emphasis will be placed on the psychological principles which govern man's adjustment on his job and which promote successful merchandising through advertising and through selling. Studies of the motives which urge men to work and to purchase goods and services will be stressed. The practical aims will be to show how an employee may be aided in becoming adjusted to his job and how to persuade customers to purchase goods and services and be satisfied.

RELIGION

Religion 1-2: (5 each) Survey of the Old Testament

Religion 3: (5) The Gospels

Religion 4: (5) The Acts and the Epistles

SOCIOLOGY

Sociology 51: (5) Introduction to Sociology. This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

Sociology 52: (5) Social Problems. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

Sociology 53: (5) Marriage and the Family. This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SPANISH

Spanish 1-2-3: (5 each) Beginners' Conversational Spanish.

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

Reading of graded texts is added and stressed throughout Spanish 3.

Prerequisite for Spanish 2: Spanish 1 or the equivalent.
Prerequisite for Spanish 3: Spanish 2 or the equivalent.

Spanish 4: (5) Spain and her Civilization.

Study of the geography, history, customs and culture of the Spanish people.

Conducted in Spanish whenever advisable.

Collateral reading of a Spanish contemporary novel. Book report.

Prerequisite: Spanish 3 or the equivalent.

Spanish 21: (5) Readings in Contemporary Spanish and Spanish-American Literature. Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers.

Conducted in Spanish as much as possible.

Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

Prerequisite: Spanish 4 or the equivalent.

Spanish 22: (5) Introduction to Spanish Literary Masterpieces.

Readings from the great classical writers, prose and verse.

Conducted in Spanish.

Collateral reading of two classical works: one Spanish and the other Latin-American.

Prerequisite: Spanish 21 or the equivalent.

Spanish C 4: (5) Intermediate Practical Spanish Conversation.

The student's self-expression in everyday Spanish is gradually increased through this course.

Conducted mostly in Spanish.

Collateral reading of a book dealing with the geography, history, customs and culture of the Latin-American countries. Book report.

Prerequisite: Spanish 1, 2 and 3, or 2 years of high school Spanish.

Spanish C 5: (5) Practical Spanish Conversation.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles.

Conducted in Spanish.

Collateral reading of a play or of a novel. Book report.

Prerequisite: Spanish C 4 or the equivalent.

Spanish C 6: (5) Advanced Spanish Conversation.

Informal group conversation and discussion as for Spanish C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish.

Conducted in Spanish.

Collateral reading of two books: a play and a novel. Book reports.

Prerequisite: Spanish C 5 or the equivalent.

ZOOLOGY

Zoology 1: (5) Basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed. Four lecture and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

Accounting: The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

Blueprint Reading: The blueprint reading course covers the making and handling of blueprints along with the study of views, lines, sections, and symbols found on architectural, mechanical, structural, and electrical drawings.

Business Machines: This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

Ceramics: The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry, as well as pottery vessels, is a part of the work. The use of plaster for making casts is also studied and practiced.

Cooking for Two: Some areas to be studied in this course include: Foods for two, well balanced meals, budgeting the food dollar, and marketing. Party foods and other areas will be studied depending on the interests of the class. On nights that food is prepared in class, it will serve as dinner for the students.

English 1b: The course has been planned for bank employees to serve as a review of English fundamentals, such as 'grammar, punctuation, sentence structure. This course carries American Institute of Banking credit.

English for Foreign Born Students: This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

French C1-2-3: Elementary practical French conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

French C4-5-6: Intermediate practical French conversation. The student's self-expression in everyday French is gradually increased through this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles. Collateral reading.

Prerequisite: French C1, 2, 3, or the equivalent.

Fundamentals of Credit Management: This course, designed for credit managers, consists of a study of business organization, human relations, and analysis of financial statements.

International Relations: A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

Labor Law: This course is offered to acquaint labor, management, and the public with the fundamentals of law governing "labor relations" today. An historical consideration of past legislation and court decisions will preface the study of modern legislation and concepts.

Life Insurance: The course has been planned to give to the lay student information about life insurance and its various uses.

Management Techniques: In this course special emphasis will be given to methods of cost reduction in business and industry. Techniques applicable to both office and plant will be stressed. These include work simplification, work measurement, incentive applications, wage and salary determination, and cost control.

Painting: This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique, each person is encouraged to experiment and try many different variations in technique.

Personnel Management: In this course special study will be made of tested personnel management techniques and of the organization and functions of the personnel department.

Plays of William Shakespeare: A nine-weeks course in which nine of Shakespeare's plays are studied in relation to world history, past and present.

Principles of Investment Securities: This course is designed to help foster a better understanding of the pitfalls, opportunities, and workings of the complex business of buying and selling stocks and bonds.

Public Speaking: This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating, etc. In addition, individual student problems will be considered.

Reading for Business and Professional Men and Women: A nine-weeks course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture-demonstrations are combined with actual laboratory work in which each participates in tachistoscopic training, electrically accelerated reading and other modern techniques for building greater speed and comprehension in reading.

Shorthand: Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

Spanish C1-2-3: Elementary Practical Spanish conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

Spanish C4-5-6: Intermediate Practical Spanish conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Typewriting: Keyboard drills; paragraph practice; typing of short letters. Advanced—Remedial practice for accuracy and speed.

Understanding Group Behavior: This is a special discussion course for public health nurses and others who find themselves in a position of leadership in schools and community groups. It will provide an opportunity to discuss and evaluate problems arising in groups with others who have similar problems, and in the light of some of the evidence produced by eminent authorities in the fields of sociology and psychology.

Work Simplification: This course is a common-sense, non-technical approach to the elimination of unnecessary motions, wasted time, inefficient methods, and needless fatigue in jobs. It consists of a number of simple principles and the necessary "tools" which are used to analyze existing methods and indicate changes that will result in substantial increases in productivity, with resultant decreases in costs.

Woodworking: This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 6, 1955

BUSINESS ADMINISTRATION

Aaron Lee Berryhill
James Edward Fitzgerald
Rea Hinson, Jr.
John Nelson Isehower

LIBERAL ARTS

Fred Kennedy
John Warwick Kilgo
Boyd Shaffer Mattison
Kenneth Boyce Wilson

PRE-ENGINEERING

William Thomas Bradford, Jr.
James Owens Brady
Norman Leroy Stack, Jr.

PRE-MEDICINE

Louella Robinson

SOPHOMORE STUDENTS

1954-1955

Arnold, Fletcher Marks
Austin, Ronald Sevier
Baucom, Eugene Jordan
Beck, Donald Krist
Berryhill, Aaron Lee
Booker, Harry Carter
Bradford, Jr., William Thomas
Brady, James Owens
Britt, Clarence Clifford
Broome, Samuel Neal
Brown, Larry Wilder
Caldwell, Bobby Bell
Carter, Jr., Marvin Pendleton
Clark, Margie Maxine
Davis, Jr., Robert Harris
Eaves, III, John Kendall
Falkenburg, Margaret
Fitzgerald, James Edward
Foust, William Val
Hall, Fred Thomas
Harris, William Miller
Hendley, William Harold
Hinson, Jr., Rea
Howard, Edward
Hunter, Edward Reid
Isehower, John Nelson
Joyner, Slade Eugene
Kennedy, Fred
Kilgo, John Warwick
Kiser, Joe Alexander
McCaskill, Daniel Webster
McLeod, Nalle Tennant
Matthews, William Brown
Mattison, Boyd Shaffer
Mock, James Wilson
Monty, Kitty Jane
Parker, Charles Harold
Payne, Donald Nalle
Puckett, Jerry Ross
Robinson, Louella
Rowe, Gwen Snell
Russell, Robert McKee
Saunders, Charles Otis
Shetler, Janice Elaine
Sing, William Porter
Smith, Charles William
Tyser, Donald Wayne
Van Witzenburg, Robert
Whitfield, III, Durwood Garland
Woodruff, Ralph Jerome

FRESHMAN STUDENTS

1954-1955

Abercrombie, Jr., Ralph McCall
Abernathy, Hugh Preston
Adcock, John Boyd
Alexander, Frank Asbury
Allman, Leon Preston
Avant, Bill Smith
Avery, Darrell Lee
Babb, Jr., James Greer
Baker, Calvin Benjamin
Barnette, Jr., John Graham
Barrett, Bobby Ray
Baucom, Thomas Mack
Beam, William Sydney
Beckham, James Earl
Besser, Wallace Stanford
Biddy, Fred Douglas
Biggs, Neil Arch
Bishop, Howard Emmet
Blackwelder, John Robert
Brafford, Richard DeLaney
Braswell, David Christopher
Brawley, Victor Arthur
Brawley, William M.
Brewer, William Calvin
Brickell, James Sterling
Broadway, Ben Joseph
Brown, Loyd Raeford
Brown, Vernon Joseph
Browne, Betsy Bennett
Butler, Samuel Morris
Byrd, Bill Alford
Campbell, John Weaver
Carriker, William Ray
Calvert, Jr., Richard Bonsall
Choate, Ira Barry
Conway, William Scott
Cox, Oley Lee
Crocker, III, Carl Girard
Crocker, Robert Wilson
Crowell, William Lester
Culp, Johnny Everette
Cunningham, Hazel R.
Daniel, Armand Turner
Davis, Jr., Claude Ellis
Denton, Carl Max
Doar, Jackson Edmund
Dross, John
Easterling, Ralph LeGette
Eaton, Wayne Arthur
Edwards, Gordon Luther
Elliott, David Ray
Ellis, Bobby Lee
Elmore, Leslie Howard
Faulkner, James Patrick
Ferguson, Jr., Floyd Mack
Ferriott, Thomas Lee
Foard, Merwin Edsel
Foster, Charles Omer
Foster, Ronald Edward
Foster, William Alexander
Frazer, John Frank
Freeman, Jr., Charles Mitchell
Gant, Jr., James Oscar
Garner, James Franklin
Garrison, Paul Killian
Gaudet, Richard Jerome
Gray, J. D.
Gregg, Dennis Leon
Griffin, Jr., Robert Reese
Griffin, Thomas E.
Griffith, James Rudy
Guest, Wade Dewey
Haas, Joseph Steven Wiley
Hall, Johnnie Wyatte
Hallas, William
Harkey, Ralph Lee
Harris, Kenneth Rhyne
Hartis, James Madison
Hartsell, Patsy Anne
Hasty, Jr., Raymond Thomas
Hawkins, J. Vaughan
Haywood, Mary Elizabeth
Helms, Gerald Clyde
Helton, Carl Edward
Hendrix, Justin Floyd
Hill, Robert Loring
Hinshaw, Byrd
Holton, William Harrison
Hooper, Gene Kenneth
Hovis, Eleanor Joanne
Howard, Robey Andrew
Huffstetler, Robert Keith
Hunter, Ronnie Charles
Hunter, William Pharr
Hurtt, Jr., James Leland
Huskins, Thomas H.
Jackson, Paul Horace
James, Jr., Walter Thomas
Jarrell, Henry Jackson
Johnston, Reid Selby
Joyner, Jr., Harry Motte
Kanipe, James Franklin
Kennedy, James Johnson
King, James Clifton
Kiser, Sidney Caldwell
Kiser, Thomas Crowell
Kiser, Jr., William Cleveland
Knight, Jerry Lee
Lane, James Everett
Lawrence, Guyda Clifford
Lemonds, James Calvin
Leventis, Andrew James
Leventis, George Peter
Lisk, Barney Louis

FRESHMAN STUDENTS

1954-1955

Little, Robert Eugene
Little, Ronald Richard
Lockey, Victor Eugene
Lotshaw, Paul Gordon
Lowe, John Schenck
McCall, Winifred Churchwell
McDowell, Vernon Wayne
McQuay, Richard Leighton
Marcotte, Charles Edwin
Martin, Clayton Cecil
Martin, Joe Laner
Maydanis, Kanela A.
Merritt, Paul Jessie
Midose, Marlene Mary
Miller, Jack Howard
Millsaps, Harold Gilbert
Molter, David Kephart
Moore, Johnny James
Mozeley, Ray Christopher
Newland, III, William Calhoun
Newman, Gwynn Franklin
Patterson, Robert Stewart
Patton, Charles Douglas
Patton, Phillip Kay
Phillips, Tommy Paxton
Poovey, Harry Emmett
Ranson, Paul McCreary
Ratcliffe, Richard Allen
Reeder, Thomas Hazel
Reid, Billy June
Riggins, Jr., Thomas Cornelius
Roberts, Joseph Donald
Roberts, Ronald Eugene
Robertson, Robert James
Robinson, Charles Franklin
Salem, John M.
Saunders, Lacy Lorenzo
Saxon, David Oliver
Scroggs, John Tatum
Shaw, Jr., William Alexander S.
Shepherd, Jr., Marshall Monroe
Sherer, David Lee
Sherrill, Peggy June
Shields, William Job
Simon, Tony Flynn
Sinclair, Gerald Henry
Sipe, Thomas Edgar
Sistare, Van Matthews
Skender, Donald Roy
Sloan, Boyce Reid
Smith, Paul Allen
Smith, Jr., Raymond Roscoe
Smith, Robert Allen
Smith, Russel Alson
Spake, Joan Ethel
Spittle, George William
Stainback, James Tucker
Stancil, Jerry Grier
Stephenson, Robert Earl
Stollery, Roy Thomas
Sullivan, Robert Emmett
Summerville, William Kelly
Swafford, James Robert
Taylor, Ronald Sherrill
Taylor, Sara Louise
Thomas, John Anthony
Thomason, Jr., John Stephen
Trapp, Donald Marion
Trimble, William Roger
Van Sciver, Kenneth Richard
Vickery, William Thomas
Voyles, Martha Ann
Walker, Hobson Eugene
Walker, James Edward
Walker, Ruth Petty
Warren, Donald Roy
Wells, James Donald
Wells, Richard Lewis
White, James Grady
Whiteside, Samuel Wayne
Williams, John Porter
Wilson, David Ross
Wilson, Elizabeth Ann
Wisdom, James William
Woods, John Miller

SPECIAL STUDENTS

1954-1955

Alexander, Lawrence Eric
Choate, Charles
Clifford, Raymond Earl
Cochran, Daniel Jones
DeFeyo, Janet
Horton, Jr., Walter George
Poplin, William Robert
Pressly, III, Charles Payson
Sappenfield, Jr., Charles M.
Shoemaker, Robert Wayne
Winslow, Filmore Leigh

SUMMARY OF STUDENT ENROLLMENT FOR 1954-1955

Sophomores		50
Freshmen		199
Special		11
Summer Session		121
Adult Education		287
Blueprint Reading	61	
Business Education	30	
Cooking for Two	7	
Conversational Spanish	10	
Driver Education	14	
Flight Operations	20	
Investment Securities	49	
Labor Law	19	
Reading Improvement	34	
Understanding Group Behavior	20	
Woodworking	23	
	287	
Total Enrollment		668

Admission granted..............................

Application for Admission to Charlotte College

for..............................Quarter, 19........

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

NAME Mr. / Miss / Mrs. .... Race..............................
(Last) (First) (Middle)

Address .... Phone..............................
(Street or R.F.D.)

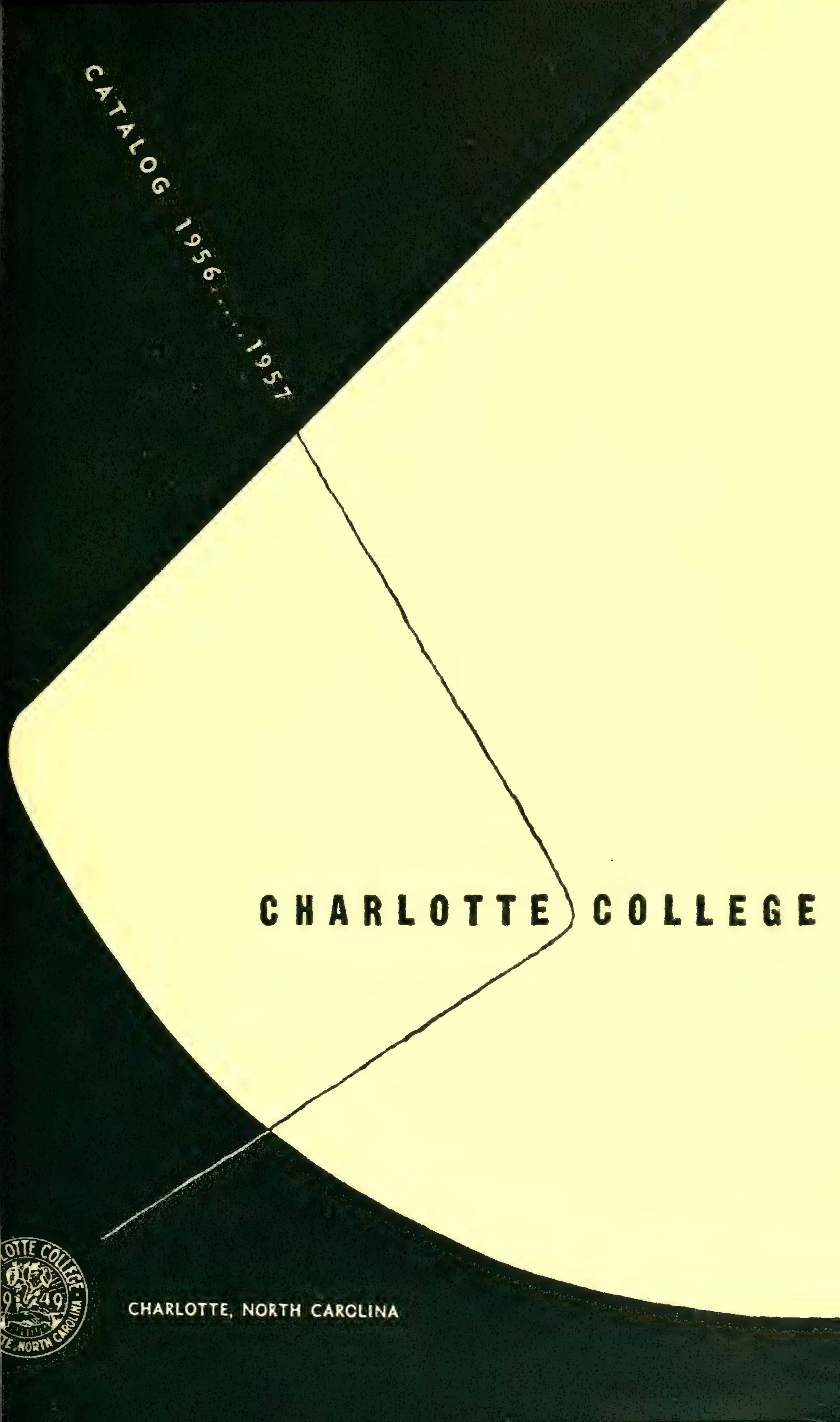
....
(Post Office) (State)

1. Place of birth..............................Date of birth..............................
2. If not a native of North Carolina, when did you become a resident?
....
3. Name of father, mother, or guardian..............................
4. If married and living with husband (or wife) give his (or her) name
....
5. Do you have children?..............................If so, give number, sex, and age
....
6. Church membership?..............................If not a church member, denomination preferred..............................
7. High school and other colleges attended:

	Name of school	Location	Dates of attendance	Graduation
1.				
2.				

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?.................... What was last year you were in school? .... (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran?.................... If so have you applied for a Certificate of Eligibility from the Veterans Administration?..............................
(Form 7-1950, application for Certificate of Eligibility may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school..............................
11. Do you plan to complete the work for a college degree?..............................
At what institution?..............................
12. Course desired (Liberal Arts, Business Administration, etc.)..............................
....
13. Have you decided on a life's work?....................If so, what?..............................

Signature.............................. Date..............................



CATALOG 1956 1957

CHARLOTTE COLLEGE

1949

CHARLOTTE, NORTH CAROLINA

CHARLOTTE COLLEGE

1949

A Two-Year Junior College offering Instruction in
General Education, Pre-Professional Training, Vocational,
Industrial, and Community Education

Member of
The North Carolina College Conference
Southern Association of Junior Colleges
American Association of Junior Colleges

Accredited by
The North Carolina State Department of Education

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CALENDAR OF EVENTS—1956-1957

FALL QUARTER, 1956

September 13-14	Placement Tests
September 17	Registration
September 18	First Day of Classes
November 21-25	Thanksgiving Recess
December 11	Last Day of Classes
December 12-14	Final Examinations
December 15	Christmas Vacation

WINTER QUARTER, 1957

January 1	Registration of New Students
January 2	First Day of Classes
March 12	Last Day of Classes
March 13-15	Final Examinations

SPRING QUARTER, 1957

March 16	Registration of New Students
March 18	First Day of Classes
April 19-22	Easter Vacation
May 28	Last Day of Classes
May 29-31	Final Examinations
June 2-3	Graduation Exercises

SUMMER SESSION, 1957

First Summer Term

June 6	Registration
June 7	First Day of Classes
July 4	Holiday for Independence Day
July 12	Last Day of Classes
July 15-16	Final Examinations

Second Summer Term

July 17	Registration
July 18	First Day of Classes
August 21	Last Day of Classes
August 22-23	Final Examinations

ADMINISTRATIVE ROSTER FOR 1955-1956

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, Chairman
Mr. G. D. Aitken
Mr. Albert L. Bechtold
Mr. Richard H. Brown
Mr. J. P. Hobson
Mr. Ben S. Horack
Mr. Ben Huntley

OFFICERS OF ADMINISTRATION

DR. E. H. GARINGER	*Superintendent*
MR. JOHN M. DUNLAP	*Assistant Superintendent*
MISS DOUGLAS KENDALL	*Treasurer*
MISS BONNIE E. CONE	*Director*
MISS JOYCE DUNN	*Secretary*

ADVISORY COMMITTEE

Mr. J. Murrey Atkins, Chairman
Mr. Glen Coan
Mrs. Julian P. Creighton
Dr. George D. Heaton
Mr. Ben Huntley
Mr. W. A. Kennedy
Mr. John Paul Lucas
Mr. Dick Young

FACULTY 1956-1957

BAKER, EVELYN	*English*	A.B., Winthrop College A.M., Duke University
BALDWIN, B. G.	*Flight Operations*	
BLAIR, ROSANNAH C.	*Librarian*	A.B., Dickinson College B.S., Columbia University School of Library Science
BLYTHE, LEGETTE	*Creative Writing*	B.A., University of North Carolina Litt.D., Davidson College
BONER, J. RUSSELL	*Economics*	A.B., University of Colorado M.A., Ph.D., University of Illinois
CONE, BONNIE E.	*Mathematics*	B.S., Coker College A.M., Duke University
CORBETT, THOMAS A.	*Psychology*	A.B., Transylvania College B.D., The College of the Bible M.A., Florida State University
CORKY, W. B. H.	*Philosophy*	B.A., Queens University, Ireland
DENNY, MARY R.	*English*	A.B., Salem College A.M., Duke University
DWYER, DORIS LORETTA	*Business Education*	B.S.S.A., Woman's College, University of North Carolina
FORE, MARY S.	*English*	A.B., Winthrop College A.M., Columbia University
FRASER, MARION L.	*English*	A.B., Winthrop College A.M., University of South Carolina
FRY, EARL J.	*Shorthand*	B.S., Lenoir Rhyne College M.Ed., University of North Carolina
GILL, JOSEPH R.	*Engineering Drawing*	B.M.E., North Carolina State College
HECHENBLEIKNER, HERBERT	*Botany, Zoology and Geology*	A.B., University of North Carolina A.M., Ph.D., Harvard University
HIGGINS, HARPER	*Business Education*	B.S., Presbyterian College M.Ed., University of North Carolina
HOLDER, RUSSELL	*Engineering Drawing*	B.S.M.E., Duke University

Hoyle, Frances B. . . . . . *Spanish*
A.B., Woman's College, University of North Carolina
A.M., New York University

Hoyle, Hughes B. . . . . . *Mathematics*
A.B., A.M., University of North Carolina

Jackson, Franklin R. . . . . . *Blueprint Reading*
B.S.M.E., Duke University

Lafferty, Oma C. . . . . . *Sociology*
A.B., Tulane University
A.M., University of Chicago

Lannin, Mrs. C. L. . . . . . *English for Foreign Born*
A.B., Indiana University

Long, Rufus A. . . . . . *Economics*
B.S., Davidson College
M.B.A., Wharton Graduate School

McColley, Earl S. . . . . . *Chemistry*
Ph.B., A.M., Brown University
Ph.D., Boston University

Mackey, Mrs. Myrtis . . . . . *Mathematics*
B.A., Coker College
M.A., Winthrop College

Macy, Pierre . . . . . *French, Spanish*
Ph.D., University of Paris

Miller, Baxter D. . . . . . *Chemistry*
B.S., University of North Carolina

Raney, Ruth . . . . . *Distribution*
B.S., Ohio University
M.L., University of Pittsburgh

Rowlett, B. J. . . . . . *Descriptive Geometry*
B.S.C.E., Virginia Polytechnic Institute

Russell, Jr., Luther O. . . . . . *Engineering Drawing*
B.S.M.E., Duke University

Smith, Hugh B. . . . . . *Basketball*
B.S., Wake Forest

Speece, Mrs. Thelma . . . . . *Librarian*
B.S., Geneva College
M.S., University of Pittsburgh

Tinkham, Mark . . . . . *Physics*
A.B., University of North Carolina

Warwick, Lewis A. . . . . . *Mathematics*
A.B., Asbury College
M.A., University of Michigan

Watson, Flora Mae . . . . . *Mathematics*
A.B., Winthrop College

Wheelock, John G. . . . . . *Business Law*
L.L.B., Northwestern University Law School

Williams, John F. . . . . . *Mathematics*
B.A., M.A., University of Tennessee

Winningham, Edyth F. . . . . . *Social Science and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university through the two years of college work in most major fields.
2. Preparation for immediate employment through the two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the Board of School Commissioners to take measures to provide for a permanent college. At the request of the Charlotte Board of School Commissioners, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the Board of School Commissioners to administer the college as a part of the public school system and to finance the institution by charging the students tuition. At the outset any additional finances which were needed were to be provided from non-tax monies. In the event that these funds proved to be insufficient, the measure authorized a special election to provide a tax of not more than five cents on the $100. Since it had been apparent for some time that the available income was inade-

quate, a special tax election was held and passed by the electorate of the city of Charlotte on May 18, 1954. The passage of this election provides a two cents tax on the $100 property valuation for the Charlotte Community College system of which Charlotte College is a part.

In the 1955-56 session, the seventh year under local sponsorship, Charlotte College reached a total enrollment of 690 individuals, including 186 students in non-college credit courses and 504 in regular college classes. The college has a faculty of 38 full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 157,200, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School Building at 1141 Elizabeth Avenue, less than a mile from the center of the city. The Charlotte College office is located on the main floor of the building at the end of the corridor to the right.

LIBRARY FACILITIES

The library of Central High School is situated on the third floor of the building, the same floor on which college classes are held. The library contains approximately 13,000 volumes and subscribes to 83 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the North Carolina Library Commission and the libraries of the University of North Carolina and Duke University. In addition to the facilities listed above, the college has at present more than 2008 volumes of its own, subscribes to 34 periodicals, and is rapidly increasing its library.

A trained librarian with college student assistants has charge of the library.

COUNSELING

Placement tests scheduled at the time the new student begins college work serve as an aid to student and counselor in planning his college program.

The college provides limited counseling services for its students. In addition to counseling by individual subject instructors, there is opportunity for consultations with reference to vocational, educational, and personal adjustment problems. Arrangements for consultations are made at the college office.

The counseling and testing services of the Charlotte Office of the North Carolina State Employment Service are also available to students.

ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the North Carolina State Department of Education.

Credits earned at Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 894 (Federal Educational Rehabilitation Program), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of fourteen quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter Charlotte College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the college office a Certificate of Eligibility and Entitlement or a supplemental certificate of eligibility.

Veterans in training under Public Law 894 or 550 will receive an education and training allowance each month from the Government to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies, and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and his school or training establishment that he was enrolled in and was pursuing his course during that period.

A veteran attending Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone FRanklin 5-8686.

EMPLOYMENT SERVICE

In co-operation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office and at the North Carolina Employment Office located at 112 West First Street, Telephone EDison 4-6431.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) a satisfactory statement of high school or preparatory school achievement. Such a statement is expected to show (1) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (2) sixteen acceptable units.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Foreign language (two years in one language)	2 Units
Social science (United States History)	1 Unit
Natural science (one year with laboratory)	1 Unit
Electives	5½ Units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 Units
History (one year, United States or equivalent)	1 Unit
Algebra (one and one-half years)	1½ Units
Plane geometry (one year)	1 Unit
Solid geometry (one-half year)	½ Unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 Unit
Electives	7 Units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, and (2) a transcript of all former college work.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take without credit any college course for which they are prepared. Grades thus earned will be recorded but not transferred because they carry no credit toward graduation.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if in one year he fails more than fifty per cent of his work.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than fourteen quarter hours) constitute a full college load, but a student may register for less work. For students who maintain a "B" average, special permission may be obtained from the director to take an additional course.

EXPENSES

Tuition

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty-five dollars per course or seventy-five dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22, 71
Botany 1, 41
Chemistry 1, 2
Geography 38
Geology 41, 42
Physics 24, 25
Physics 201, 202, 203
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:

Chemistry 31, 41, 42
E.E. 201-202

Student Activity Fee

The basic student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper. The yearbook fee of three and one-half dollars ($3.50) is required of each student upon his entrance for the fall or the winter quarter.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHOLARSHIPS

Friends of Charlotte College have provided a number of scholarships for worthy students who can show definite need for such aid. These scholarships are to be allotted in six quarter payments. Payments after the first and each succeeding quarter are contingent upon the scholarship recipient's maintenance of a satisfactory record for the preceding quarter.

1. One Charlotte College Tuition Scholarship of $500.00 for the freshman and sophomore years.
2. Six Charlotte College Tuition Scholarships of $250.00 each to be awarded annually to a member of the graduating class from each of the senior high schools in Charlotte and in Mecklenburg County.
3. Two Charlotte College Tuition Scholarships of $250.00 each to a high school graduate from any of the surrounding counties.
4. One Charlotte College Tuition Scholarship of $150.00 to be awarded annually.
5. Two Charlotte College Tuition Scholarships of $75.00 each to be awarded annually.

AWARDS

1. Altrusa Award of $150.00 to be awarded annually to a freshman student who has shown outstanding scholastic attainment and a loyal spirit of cooperation in college activities.
2. Bonnie E. Cone Award of $75.00 to be awarded to a freshman student who has demonstrated fine college spirit and made a significant contribution to college life.
3. The Bill Mitchell Award to be awarded annually to two students of the graduating class who have shown outstanding qualities of scholarship and leadership and maintained an attitude of unselfish interest in the welfare of their fellow-students and of the college as a whole.

SCHEDULE OF CLASSES

Classes are scheduled to meet Monday through Friday from four until ten o'clock in the evening. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering drawing, and engineering mathematics have one or more double periods per week.

If there is sufficient demand, some classes will be scheduled for the hours from nine in the morning until three in the afternoon.

ATTENDANCE

Regular atendance in all classes is required of all students. Each student in good standing is allowed two free cuts from each class during the quarter, but after a third absence he is placed on probation, and any further absence will result in a grade of F and may lead to suspension from college.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies or a student on scholastic probation forfeits the cuts which he might otherwise have been allowed for the quarter.

No student will be given credit for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

To make up a scheduled or previously announced test from which he has been absent, the student must secure written permission from the director and pay a fee of $1.00. He should then present the permission to the instructor, who will arrange to give the test at a later date. The full responsibility for making arrangements to take the test rests upon the student.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without notifying the office will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A	Excellent—3 quality points per quarter hour credit
B	Good—2 quality points per quarter hour credit
C	Fair—1 quality point per quarter hour credit
D	Barely passed—0 quality points per quarter hour credit
F	Failed—Minus 1 quality point per quarter hour credit
I	Work incomplete—0 quality points per quarter hour credit
W	Official withdrawal from the course—0 quality points per quarter hour credit

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has quarter hours of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects, fourteen quarter hours of work, and maintain at least a "B" average.

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of Charlotte College to encourage and develop self government of the students. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function since that time.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; the chairmen of standing committees; and the elected publication officers. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program, and formulating with the approval of the students and faculty, certain school policies.

ATHLETICS AND RECREATION

The athletic program is at present confined to basketball. Other sports will be added to the program as college enrollment and student interest indicate the need for them.

Other recreation, consisting of formal and informal dances, college open house, coffee-hours, and receptions, will be provided.

MUSIC

Music groups are organized according to the interest of students. Choral ensembles offer all students an opportunity to participate.

DRAMATICS

Classes and workshops in dramatics will be provided according to student interest. Emphasis is placed on the speech training of individual students and group work in various phases of theatre work—acting, lighting, scenery, and make-up.

PUBLICATIONS

Newspaper

To provide information for all persons interested in Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's first yearbook, Si Si, was published in the spring of 1950. It is the purpose of the yearbook to present a record of each college year.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10

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*Students placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

Choose one:	
Economics 31-32	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not psychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany 1 or Zoology 1	5
Geography 38	6
Choose one:	
*French 3, 4, and 21 or Philosophy 41	
*Spanish 3, 4, and 21 or Philosophy 41	15

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Political Science 41	5
Choose one:	
Business Administration 5	
Business Administration 71	
Psychology 1	5
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

**Students must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new language 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

PRE-ENGINEERING (University Parallel)

Charlotte College is authorized to announce that the following pre-engineering curriculum is a cooperative and correlated program with the Engineering School of North Carolina State College. The first two years of the program are to be completed at Charlotte College. Then the student (with a C grade or better on all courses) will transfer to North Carolina State College to complete the final two years of the undergraduate program in some branch of engineering. The detailed course of study for the last two years can be obtained from the State College catalog.

If the student plans to transfer to an engineering school other than North Carolina State College, the director will assist in planning his curriculum accordingly.

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	14
Chemistry 1-2-31	16
M.E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	12
Physics 201-202-203	15
English 3-4	10
Economics 31-32	10
Approved Electives	10

Approved elective courses will depend upon major field requirements and may be selected from the following or other courses: Business Administration 71—Accounting Principles, Chemistry 41-42—Quantitative Analysis, E.E. 201-202—Elementary Fields and Circuits, English 9—Public Speaking, Geology 41-42—Physical and Historical Geology, M. E. 201—Descriptive Geometry, Political Science 41—Government of the United States, Psychology 1—General Psychology.

PRE-LAW COURSES (University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1). Take the regular liberal arts course.

(2). Take the regular business administration course.

PRE-MEDICINE (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15
Choose one:	
French 21-22	
Spanish 21-22	10

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*Students placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided they have no entrance deficiency in foreign language.

TERMINAL CURRICULA

The terminal curricula are intended primarily for students who expect to complete their college program in two years or less and go directly into employment. However, some work in each program is transferable to senior colleges so that a person can transfer from a terminal curriculum to a university parallel curriculum without losing all of his credits.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE (Terminal)

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Adm. 1	Introduction to Accounting	5
Math 7-8	College Algebra and Trigonometry	10
Elective	(Typewriting required of students not proficient)	10

SECOND YEAR

Eng. 3-4 or 5-6	English or American Literature	10
Bus. Adm. 21-22	Accounting Principles	10
Economics 31-32	General Economics	10
Political Sc. 41	Government of the United States	5
Bus. Adm. 5	Business Law	5
Elective		5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE (Terminal)

FIRST YEAR

English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Adm. 1	Introduction to Accounting	5

SECOND YEAR

English 21	English of Business	5
Bus. Adm. 21-22	Accounting Principles	10
Bus. Ed. 25-26	Advanced Typewriting	10
Bus. Ed. 27-28	Advanced Dictation	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

ONE-YEAR GENERAL BUSINESS COURSE (Terminal)

		Quarter Hours
English 21	English of Business	5
Mathematics 1	Business Mathematics	5
Bus. Adm. 1	Introduction to Accounting	5
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

DISTRIBUTION (Terminal)

The Distribution Curriculum is designed to train business employees in the fields of retail and wholesale selling and buying, personnel work, advertising, small store management, and related areas.

FIRST YEAR

English 1-2	English Composition and Rhetoric	10
Economics 1	Business Economics	4
Mathematics 1	Mathematics of Business	5
Psychology 1	General Psychology	5
Bus. Adm. 3	Advertising Copy and Layout	4
Bus. Adm. 4	Selling	3
Bus. Adm. 6	Retail Merchandising	5
Bus. Adm. 7	Merchandise Information-Textiles	3
Bus. Adm. 11-12-13	Business Laboratory	9
Electives		
Bus. Ed. 15	Typewriting I	
Bus. Adm. 1	Introduction to Accounting	

SECOND YEAR

English 9	Public Speaking	4
English 21	English of Business	5
Economics 31-32	General Economics	10
Bus. Adm. 5	Business Law	5
Bus. Adm. 8	Merchandise-Information-Non-Textiles	3
Bus. Adm. 24	Sales Management	4
Bus. Adm. 31	Personnel Management	5
Bus. Adm. 41-42-43	Business Laboratory	9
Psychology 21	Applied Business Psychology	4

TECHNICAL EDUCATION CURRICULA

Charlotte College offers several two-year programs of technical training for individuals preparing for positions in production, operation, maintenance, sales and supervision phases of industry. The primary purpose of these programs is to train individuals for occupations between the skilled crafts and the highly scientific professions.

ELECTRICAL TECHNOLOGY (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 101-102	Engineering Algebra and Trigonometry	8
Mathematics 103	Analytical Geometry	6
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
E. T. 111-121	Electrical Circuits I, II	12
E. T. 131	Electron Tubes	6

SECOND YEAR

English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
Mathematics 201	Calculus I	4
Sociology 54	Human Relations in Industry	3
E. T .142	Rotating Machinery	4
E. T. 143	Polyphase Circuits	4
E. T. 145	Communications Technology	4
E. T. 154	Industrial Electronics	6
E. T. 151-161	A. C. Machinery I, II	12
E. T. 162	Wiring Methods	4
E. T. 164	Electrical Drawing	2
E. T. 166	Electrical Power Distribution	6
E. T. 169	Illumination	3

ELECTRONICS AND COMMUNICATIONS TECHNOLOGY (TERMINAL)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 101-102	Engineering Algebra and Trigonometry	8
Mathematics 103	Analytical Geometry	6
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
E. T. 111-121	Electrical Circuits I, II	12
E. T. 131	Electron Tubes	6

SECOND YEAR

English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
Mathematics 201	Calculus I	4
Sociology 54	Human Relations in Industry	3
E. T. 142	Rotating Machinery	4

E. T. 143	Polyphase Circuits	4
E. T. 145	Communications Technology	4
E. T. 154	Industrial Electronics	6
E. T. 157	Radio I	6
E. T. 160	Transmission Lines and Antennas	4
E. T. 163	FM and Television	6
E. T. 165	Microwaves and Radar	4
E. T. 167	Advanced Radio	5
E. T. 168	Electronic Drafting	2

MECHANICAL TECHNOLOGY (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 101-102	Engineering Algebra and Trigonometry	8
Mathematics 103	Analytical Geometry	6
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
M. T. 139	Mechanics of Materials	6
M. T. 141-142-143	Machine Shop I, II, III	7
M. T. 144	Tools and Methods	3
M. T. 147	General Woodwork	2

SECOND YEAR

English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
Sociology 54	Human Relations in Industry	3
M. T. 145	Jig and Fixture Design	3
M. T. 146	Inspection Methods	2
M. T. 153	Metallurgy and Heat Treating	4
M. T. 154	Machine Drawing	2
M. T. 163	Pattern Making	2
M. T. 165	Tool Engineering	3
M. T. 167	General Sheet Metal	2
M. T. 168	Welding	2
M. T. 169	Machine Sketching	2
E. T. 159	Industrial Electricity	5
I. T. 142	Sales Engineering and Industrial Purchasing	3
I. T. 148	Methods Engineering	3
I. T. 151	Industrial Safety	3
I. T. 152	Motion and Time Study	3
I. T. 153	Supervisory Training	3
I. T. 156	Plant Layout	3

DESCRIPTION OF COURSES

(Note: Figures in parentheses represent quarter hours.)

BOTANY 1: (5) PLANT BIOLOGY

A study of the structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

BOTANY 41: (6) PLANT BIOLOGY

To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION 1: (5) INTRODUCTION TO ACCOUNTING

Topics covered include the theory of debits and credits and the construction of the trial balance, working sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

BUSINESS ADMINISTRATION 3: (4) ADVERTISING COPY AND LAYOUT

Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

BUSINESS ADMINISTRATION 4: (5) SELLING

Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

BUSINESS ADMINISTRATION 5: (5) BUSINESS LAW

A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.

BUSINESS ADMINISTRATION 6: (5) RETAIL MERCHANDISING

This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

BUSINESS ADMINISTRATION 7: (2) MERCHANDISE INFORMATION —TEXTILE FABRICS

Required of those planning to enter department store work or other businesses handling textile fabrics or clothing. This course will cover fibers and fabric construction. It will be applied to merchandising of fabrics and clothing, fashion coordination and interior decoration.

BUSINESS ADMINISTRATION 8: (2) MERCHANDISE INFORMATION —NON-TEXTILES

Various types of information with emphasis on sources of information and methods of keeping up to date. Special project method to be used

BUSINESS ADMINISTRATION 11-12-13: (3 each) BUSINESS LABORATORY

This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

BUSINESS ADMINISTRATION 21-22: (5 each) ACCOUNTING PRINCIPLES

Prerequisite: Business Administration 1.

The fundamental principles of accounting are reemphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

BUSINESS ADMINISTRATION 24: (4) SALES MANAGEMENT

Organization of a sales department; assignment of responsibilities; techniques of selecting the sales force; equipping and training salesmen; territories, routes, compensation; methods of stimulating salesmen; methods of sales control and sales promotion; relation of sales manager to other department heads in an organization.

BUSINESS ADMINISTRATION 31: (5) PERSONNEL MANAGEMENT

This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analyses, and keeping personnel records.

BUSINESS ADMINISTRATION 41-42-43: (3 each) BUSINESS LABORATORY

This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

BUSINESS ADMINISTRATION 51: (5) BUSINESS ORGANIZATION

Prerequite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

BUSINESS ADMINISTRATION 71: (6) ACCOUNTING PRINCIPLES

Prerequisite or co-requisite: Economics 31-32.

This is the foundation course for advanced accounting programs as well as the necessary background material for commerce students. Four lecture and four laboratory hours a week.

BUSINESS EDUCATION

BUSINESS EDUCATION 15-16: (5 each) BEGINNING TYPEWRITING

The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

BUSINESS EDUCATION 17-18: (5 each) BEGINNING SHORTHAND

Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minutes on new material with ninety-five per cent accuracy is required.

BUSINESS EDUCATION 25-26: (5 each) ADVANCED TYPEWRITING

The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS EDUCATION 27-28: (5 each) ADVANCED DICTATION

The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

BUSINESS EDUCATION 32: (5) OFFICE MACHINES

A fair degree of skill is developed in the use of machines such as dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous.

BUSINESS EDUCATION 33: (5) OFFICE PRACTICE

Prerequisite: Business Education 15-16 and Business Education 17-18.

An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

CHEMISTRY

CHEMISTRY 1-2: (5 each) GENERAL DESCRIPTIVE CHEMISTRY

Prerequisite or co-requisite: Mathematics 7 or Mathematics 101.

Fundamental principles, theories, and laws of chemistry; occurrence, preparation, properties, and uses of selected elements and their compounds; equilibrium, oxidation and reduction; metallurgy; introduction to organic and nuclear chemistry. Three lecture and four laboratory hours a week.

CHEMISTRY 31: (6) QUALITATIVE ANALYSIS

Prerequisite: Chemistry 1-2 or equivalent.

Reactions of electrolytes in solution, chemical equilibrium, semi-micro analytical techniques, identification of common cations and anions. Three lecture and six laboratory hours a week.

CHEMISTRY 41-42: (6 each) ELEMENTARY QUANTITATIVE ANALYSIS

Prerequisite: Chemistry 31.

Volumetric and gravimetric analysis, techniques, stoichiometry, principles of neutralization, oxidation, precipitation and calorimetric methods. Three lecture and six laboratory hours a week.

ECONOMICS

ECONOMICS 1: (4) BUSINESS ECONOMICS

This course covers the economics of distribution, an examination of marketing channels, sources and use of business publications and other materials as applied to the solution of distribution problems.

ECONOMICS 31-32: (5 each) GENERAL ECONOMICS

The organization and underlying principles of modern economic life. The production, exchange, distribution, and consumption of wealth, and auxiliary economic problems.

ELECTRICAL AND ELECTRONICS TECHNOLOGY

ELECTRICAL TECHNOLOGY 111: (6) ELECTRICAL CIRCUITS I

Co-requisite: Math 101, Physics 25

A study of the fundamentals of alternating current theory and practice as applied to single-phase circuits. Covers generation of alternating emf, resistance networks, Thevenin's theorem; resistance, capacitance, and inductance; reactance, impedance, and phase relations; conductance, susceptance, and admittance; series and parellel RLC circuits; resonant and antiresonant circuits; complex notation; use of the slide rule; and metering and instrumentation. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 121: (6) ELECTRICAL CIRCUITS II

Prerequisite: E. T. 111 and Math 101

A continuation of E. T. 131 into advanced alternating-current theory and practice as applied to single-phase circuits. The use of complex notation in further analysis of series and parallel circuits. Covers coupled-circuit theory, impedance transformation, transformer theory, mutual inductance, and reflected impedance. A study of single-phase transformers including construction, classification, cooling methods, regulation, loss determination, and efficiency. Also covers per unit method of calculation; conversion efficiency, ripple factor, transformer utilization factor, and circuit analysis of single-phase half wave, full wave, and bridge rectifier circuits. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 131: (6) ELECTRON TUBES

Prerequisite: E. T. 111, Co-requisite: Math 102

A basic study of the control of free electrons in elementary electronic circuits. Classification and characteristics of high-vacuum tubes; tube characteristic curves; rectification and amplification; basic amplifier circuits, load lines, amplification factor, transconductance, plate resistance, and stage gain; classification and characteristics of gas-filled, vapor-filled, and cathode-ray tubes; metering and instrumentation. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 142: (4) ROTATING MACHINERY

Prerequisite: T. T. 121, Co-requisite: Math 201

The study of direct-current motors and generators including construction, characteristics, operation and control, and industrial applications. Also studied are the principles and operating characteristics of three-phase induction motors, single-phase motors, synchronous generators and synchronous motors. Laboratory tests are conducted to study operating principles and determine performance characteristics. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 143: (4) POLYPHASE CIRCUITS

Prerequisite: E. T. 121, E. T. 131, Co-requisite: Math 201

A study of polyphase distribution systems, transformer connections, circuit analysis, and rectifier circuits. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 145: (4) COMMUNICATIONS TECHNOLOGY

Prerequisite: E. T. 121, E. T. 131 (or concurrently)

A study of the operating principles of telephone equipment and circuits, local-battery and common-battery manual exchanges, basic relay circuits for digital control. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 151: (6) A. C. MACHINERY I

Prerequisite: E. T. 142, E. T. 143 (or concurrently)

The study of polyphase induction motors and single phase motors including construction, characteristics, operation and control, and industrial applications. Laboratory tests are conducted to study operating principles and determine performance characteristics. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 154: (6) INDUSTRIAL ELECTRONICS

Prerequisite: E. T. 121, E. T. 131

A study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, generator and motor control systems, and induction and dielectric heating equipment. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 157: (6) RADIO I

Prerequisite E. T. 154 (or concurrently)

A study of radio receivers and receiver circuits. Tuned-radio frequency, regenerative, superregenerative, and superheterodyne receivers. Biasing methods, tuning circuits, radio-frequency and audio-frequency amplifiers, amplifier coupling methods and analysis, regenerative and degenerative circuits, basic oscillator circuits, decoupling networks; modulation, detection, and detector circuits; power supplies and power amplifiers, metering and instrumentation. Laboratory work includes the construction of a superheterodyne receiver. Four lecture and four laboratory hours per week.

ELECTRICAL TECHNOLOGY 159: (5) INDUSTRIAL ELECTRICITY

Prerequisites: Physics 25 and Math 8 or 102

A study of electrical fundamentals, circuit analysis, electrical machinery, control circuits, and industrial applications of electrical equipment. Four lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 160: (4) TRANSMISSION LINES AND ANTENNAS

Prerequisite: E. T. 157 (or concurrently)

High-frequency transmission line concepts and practical applications. Impedance-matching concepts and methods, transmission line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high frequency measuring techniques. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 161: (6) A. C. MACHINERY II

Prerequisite: E. T. 151

A study of the design, operating principles, performance characteristics and industrial applications of synchronous motors, synchronous generators, synchronous converters, synchros, servomotors, and amplidynes together with their motor-starting, switching and protective devices. Laboratory tests are conducted on these units. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 162: (4) WIRING METHODS

Prerequisite: E. T. 142, E. T. 143

A study of wiring and wiring methods used in buildings. The course material includes wire sizes, types of insulation, electrical fittings, service entrances, distribution centers, branch circuit layout, switching arrangements, motor control circuits, and a thorough examination of the recommendations of the National Electrical Code and the National Electrical Manufacturers Association with illustrative applications of wiring procedures. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 163: (6) FM AND TELEVISION

Prerequisite: E. T. 157

A study of the principles of frequency modulation, methods of modulation and defection, FM transmitter and receiver circuits; FCC standards of television transmission, camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection generators, alignment procedures, servicing, transmitter circuits. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 164: (2) ELECTRICAL DRAWING

Prerequisite: M. E. 101, 102

A study of A.S.A. and A.I.E.E. standard electrical drawing symbols and preparation of electrical drawings including schematics, single-line diagrams, wiring diagrams, layouts and others. Four laboratory hours per week.

ELECTRICAL TECHNOLOGY 165: (4) MICROWAVES AND RADAR

Prerequisite: E. T. 157

A study of microwave techniques, theory and practice in pulse circuits, U.H.F. amplifiers, transit time effects, wave guides and cavity resonators; dynatrons, transitrons, klystrons, and magnetrons; multivibrators and trigger circuits; principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 166: (6) ELECTRIC POWER DISTRIBUTION

Prerequisite: E. T. 151

A study of the fundamental principles of electric power transmission and distribution including the calculation of short and medium length polyphase lines; the study of types and classes of loads, distribution networks, transformer connections and operation, voltage control, and protecting equipment; the study of mechanical principles involved in network design and the study of economic principles of distribution. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 167: (5) ADVANCED RADIO

Prerequisite: E. T. 157

A study of advanced radio communication circuits, AM transmitters, power amplifiers, phase inverters, push pull amplifiers, and modulator circuits; alignment and tuning of AM, FM, and T.V. receivers; including servicing techniques and trouble shooting procedures. Three lecture and four laboratory hours per week.

ELECTRICAL TECHNOLOGY 168: (2) ELECTRONIC DRAFTING

Prerequisite: E. T. 154

A course in the design, layout, and estimating of electronic circuits and equipment. The student works in the drafting lab on projects he might build in E. T. 163 or E. T. 167 laboratory. Four laboratory hours per week.

ELECTRICAL TECHNOLOGY 169: (3) ILLUMINATION

Prerequisite: E. T. 121

A study of illumination principles and practices. Modern illumination principles, calculations and equipment are coordinated in design problems of complete fluorescent and incandescent lighting installations. Two lecture and two laboratory hours per week.

ENGINEERING

E.E. 201-202: (6 each) ELEMENTARY FIELDS AND CIRCUITS

Co-requisites: Math 201, Physics 201

Required of sophomores in electrical engineering

Fundamental laws of electric circuits, magnetic circuits, electric fields, and magnetic fields. Introduction to steady-state alternating-current circuit theory. Problems drill and laboratory exercises.

M.E. 101-102-103: (2 each) ENGINEERING GRAPHICS

The major areas that will be covered in this work include: instrument practice, geometric construction, orthographic projection, sections, auxiliary views, pictorial drawing, details and assemblies, charts, graphs, freehand sketching, dimensioning, true length, true slope and line as a point, edge view and true size of a plane, shortest distances between lines, a line piercing a plane, intersection of planes, dihedral angle, shortest distances to a plane, angle between a line and a plane, revolution, development of surfaces, intersection of solids, mining problems, aeronautical problems, miscellaneous problems.

M.E. 201: (3) DESCRIPTIVE GEOMETRY

Prerequisite: M.E. 102.

Representation of geometrical magnitudes with points, lines, planes, and solids, concurrent non-coplanar forces, the solution of problems.

ENGLISH

ENGLISH R: (0) REFRESHER ENGLISH.

Required of all students who by placement test fail to qualify for English 1. Special emphasis will be given to review of grammar, to reading, and to writing. Credit for English 1 may be earned (1) by students completing the course with grade A or B or (2) by students showing sufficient progress by mid-quarter to be transferred to English 1.

ENGLISH 1-2: (5 each) ENGLISH COMPOSITION AND RHETORIC

Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

ENGLISH 3-4: (5 each) ENGLISH LITERATURE

Prerequisite: English 1-2.

In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

ENGLISH 5-6: (5 each) AMERICAN LITERATURE

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

ENGLISH 7-8: (5 each) THE ENGLISH NOVEL

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

ENGLISH 9: (5) PUBLIC SPEAKING

Composition and delivery of original speeches.

ENGLISH 10: (3) TECHNICAL WRITING

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of the various types most likely to be used on the job by technicians.

ENGLISH 21: (5) ENGLISH OF BUSINESS

A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

FRENCH 1-2: (5 each) BEGINNERS' CONVERSATIONAL FRENCH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

FRENCH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL FRENCH

Prerequisite: French 1-2 or two units of high school French.

Review of grammar, composition, and conversation. Study of geography, history, customs, and culture of the French people. Conducted in French whenever advisable. Collateral reading of a French contemporary novel. Book report.

FRENCH 21: (5) READINGS IN CONTEMPORARY FRENCH LITERATURE

Prerequisite: French 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding French writers. Conducted in French as much as possible. Collateral reading of two novels. Book reports.

FRENCH 22: (5) INTRODUCTION TO FRENCH LITERARY MASTERPIECES

Prerequisite: French 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in French. Collateral reading of two French classical works. Book reports.

FRENCH C 4: (5) INTERMEDIATE PRACTICAL FRENCH CONVERSATION

Prerequisite: French 1, 2, and 3, or two years of high school French.

The student's self-expression in everyday French is gradually increased through this course. Conducted mostly in French. Collateral reading of a book. Book report.

FRENCH C 5: (5) PRACTICAL FRENCH CONVERSATION.

Prerequisite: French C 4 or the equivalent.

Informal group conversation and dramatization based on short French texts, newspaper and magazine articles. Conducted in French. Collateral reading of a book. Book report.

FRENCH C 6: (5) ADVANCED FRENCH CONVERSATION

Prerequisite: French C 5 or the equivalent.

Informal group conversation and discussion as for French C 2. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collaterial reading of two books. Book reports.

GEOGRAPHY

GEOGRAPHY 38: (6) INTRODUCTION TO GEOGRAPHY

Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

GEOLOGY 41: (6) PHYSICAL GEOLOGY

The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

GEOLOGY 42: (6) HISTORICAL GEOLOGY

Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HISTORY

HISTORY 1: (5) WESTERN CIVILIZATION

A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

HISTORY 2: (5) CONTEMPORARY CIVILIZATION

A study of contemporary civilization during the past century.

HISTORY 21: (5) AMERICAN HISTORY

History of the United States before 1865.

HISTORY 22: (5) AMERICAN HISTORY

History of the United States from 1865 to the present time.

INDUSTRIAL TECHNOLOGY

INDUSTRIAL TECHNOLOGY 142: (3) SALES ENGINEERING AND INDUSTRIAL PURCHASING

A study of the problems encountered in the sales field that require technical or engineering skills and knowledge in their solution. The course covers the methods and principles of industrial sales and service engineering; the nature of the purchasing function, including the art of interview and conference, sources of purchasing information, forecasting ultimate values, and reciprocity purchasing.

INDUSTRIAL TECHNOLOGY 148: (3) METHODS ENGINEERING

A study of principles and techniques used in production including batch and mass production techniques, practice in writing standard procedure, raw material specifications and manufacturing instructions. The application of the "questioning attitude" in search for better manufacturing methods and job procedures and the four-step method of job improvement are also studied.

INDUSTRIAL TECHNOLOGY 151: (3) INDUSTRIAL SAFETY

A study of the basic principles of industrial accident prevention considering the nature and extent of the accident problem. The course covers mechanical safeguards, fire prevention, occupational disease, hygiene and first aid, safety codes, compensation, safety education programs, and fundamentals of good safety organization.

INDUSTRIAL TECHNOLOGY 152: (3) MOTION AND TIME STUDY

A study of the principles of motion economy, methods of motion study and micro-motion study, use of standard data and formula construction.

The course covers the fundamentals of stop watch time study; effort rating; uses of time study; and the use of synthetic systems of time study. Two lecture and two laboratory hours per week.

INDUSTRIAL TECHNOLOGY 153: (3) Supervisory Training

A study of line of responsibility and authority, technique of job instruction, personal leadership, technique of conducting a conference, how to produce for a profit. The subject treats problems of the supervisor as cost man, as safety man, as production man, as quality man, as personnel man, as the manager of his department.

INDUSTRIAL TECHNOLOGY 156: (3) Plant Layout

Principles of plant layout, process and flow charts, tools and aids for effective plant layouts. Problems in industrial plant design, equipment location and layout for operation, space, utilization and utility requirements. The supervisor's responsibility for building and equipment maintenance. Two lecture and two laboratory hours per week.

MATHEMATICS

MATHEMATICS A: (0) Plane Geometry

Five hours a week.

MATHEMATICS G: (0) Solid Geometry

Five hours a week.

MATHEMATICS R: (0) Intermediate Algebra

Five hours a week.

MATHEMATICS 1: (5) Business Mathematics

Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

MATHEMATICS 7: (5) College Algebra

Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

MATHEMATICS 8: (5) Plane Trigonometry

Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

MATHEMATICS 31: (5) Plane Analytic Geometry

Prerequisite: Mathematics 7 and 8.

MATHEMATICS 32: (5) Differential Calculus

Prerequisite: Mathematics 31.

MATHEMATICS 33: (5) INTEGRAL CALCULUS

Prerequisite: Mathematics 32.

MATHEMATICS 101: (4) ALGEBRA FOR ENGINEERS

Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

MATHEMATICS 102: (4) TRIGONOMETRY FOR ENGINEERS

Prerequisite: Mathematics 101.

The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

MATHEMATICS 103: (6) ANALYTICAL GEOMETRY

Prerequisite: Mathematics 102.

Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

MATHEMATICS 201: (4) CALCULUS I

Prerequisite: Mathematics 103.

Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and accelleration.

MATHEMATICS 202: (4) CALCULUS II

Prerequisite: Mathematics 201.

Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

MATHEMATICS 203: (4) CALCULUS III

Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MECHANICAL TECHNOLOGY

MECHANICAL TECHNOLOGY 139: (6) MECHANICS OF MATERIALS

This course covers the various physical properties of the common materials of industry. Structures and machines in equilibrium are considered, and internal stresses of pure compression or tension are evaluated. A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids, direct stress, properties of materials, rivited and welded joints, torsion stresses in beams, beam deflections and columns. Five lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 141: (3) MACHINE SHOP I

An introduction to general metal work, the use and care of hand tools, maintenance of tools and equipment. The work is divided into four distinct phases: machine shop, bench metal, forging, and welding. Practical projects will be chosen for each phase using the greatest number and variety of operations. Lectures will be given on the use, manufacture, material made from, of all the common hand and machine tools that are used in the shop. These lectures are correlated with the shop work so the students will have a working knowledge of the tools they are using. Six laboratory hours per week.

MECHANICAL TECHNOLOGY 142: (2) MACHINE SHOP II

Prerequisite: Mech. 141

A study of the fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, layout, and finishing. Special attention is given to cutting speeds, tool and drill grinding, and machine maintenance. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 143: (2) MACHINE SHOP III

Prerequisite: Mech. 142.

Practical work in the use of gauges, taper turning, gear cutting, square thread cutting, and types of fits. The student will complete a project in advanced machine work. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 144: (3) TOOLS AND METHODS

An introduction to metal working and industrial manufacturing. Possibilities and limitations of various machine tools are developed so student will have a basic perspective of modern efficient industrial procedure. The characteristics of different materials are discussed as well as their adaptability to various processes. Correct terminology is introduced so that the student will be able to use the language of the engineer or technician.

MECHANICAL TECHNOLOGY 145: (3) JIG AND FIXTURE DESIGN

Prerequisite: Mech. 141

A study of the factors involved in large quantity production machine processes. This course is designed to give the student a thorough knowledge of the principles, practices, tools, and commercial standards of jig and fixture design. Through lectures, visual aids, and individual project design work, the student becomes well acquainted with the many types of jigs and fixtures and their design. Throughout the course methods, cost, and safety are stressed from a practical standpoint. Two lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 146: (2) INSPECTION METHODS

Prerequisite: Mech. 141

A study of the use and care of precision inspection instruments and methods of inspection. Types and methods of inspection are compared and discussed from samples chosen from industry as a comparison.

MECHANICAL TECHNOLOGY 147: (2) GENERAL WOODWORK

An introduction to woodwork designed to give students a background of basic woodworking processes. Topics include use of hand tools, sharpening and the upkeep of tools, basic woodworking principles of design and construction. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 153: (4) METALLURGY AND HEAT TREATING

Prerequisite: M. E. 144 and Mech. 141

A study of the fundamentals of metallurgy, grain size, effect of carbon content, and hardness testing devices. Different alloys will be tested to determine the effect of heat treated. Three lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 154: (2) MACHINE DRAWING

Prerequisite: M. E. 102

A course in the drafting laboratory in drawing gears, cams, and other machine parts, technical sketching, assembly drawing of small machines and exploded view drawings. One of the objects of this course is to train the student to communicate with management through drawing. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 163: (2) PATTERN MAKING

This course is a basic study of pattern making. The student works in the lab to make different types of patterns and the various allowances, finish, and color code are co-ordinated. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 165: (3) TOOL ENGINEERING

Prerequisite: Mech. 139

A study of the applications of principles of strength and rigidity that are necessary in machine tool elements. The theory of strength of materials is put into practice in designing the assigned problems.

MECHANICAL TECHNOLOGY 167: (2) GENERAL SHEET METAL

Prerequisite: M. E. 102

Shop problems in sheet metal layouts and methods of fabrication of sheet metal. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 168: (2) WELDING

Prerequisite: Mech. 141

Fundamentals of both arc and acetylene welding. A study of the most economical methods in regards to welding time, machinability, and ductility. Safe practices in welding, types of rods, and welding symbols are also covered. Two laboratory hours per week.

MECHANICAL TECHNOLOGY 169: (2) MACHINE SKETCHING

Prerequisite: M. E. 102

A step by step procedure in freehand sketching of machine parts with pencil. Sketches are made in orthographic, isometric, and oblique projection, as well as true perspective. Dimensioning and shading of sketches are included. Use of sketching in communicating to management. Four laboratory hours per week.

PHILOSOPHY

PHILOSOPHY 41: (5) A SYSTEMATIC INTRODUCTION

The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

PHILOSOPHY 42: (5) THE DEVELOPMENT OF PHILOSOPHY

This course will include a survey in historical perspective of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

PHYSICS 24-25: (6 each) GENERAL PHYSICS

Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

PHYSICS 201-202-203: (5 each) ENGINEERING PHYSICS

Co-requisite: Mathematics 201.

Emphasis is placed on problem solution and engineering applications. Recitations, demonstrated lectures, problem drill, and laboratory work are coordinated to give a working knowledge of physics. Physics 201, mechanics and heat; Physics 202, sound, magnetism, and electricity; Physics 203, optics and modern physics. Four lecture and demonstration periods and two laboratory hours a week.

POLITICAL SCIENCE

POLITICAL SCIENCE 41: (5) GOVERNMENT OF THE UNITED STATES

The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

POLITICAL SCIENCE 42: (5) PROCESSES AND PROBLEMS OF GOVERNMENT IN THE UNITED STATES

Prerequisite: Political Science 41.

This course deals chiefly with the efforts made by government in the United States to solve internal public problems. It treats particularly government policies toward agriculture, labor, and business.

POLITICAL SCIENCE 51: (5) COMPARATIVE GOVERNMENT

Prerequisite: Political Science 41.

A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

POLITICAL SCIENCE 52: (5) INTERNATIONAL RELATIONS AND WORLD POLITICS

Prerequisite: Political Science 41.

The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

PSYCHOLOGY 1: (5) GENERAL PSYCHOLOGY

This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

PSYCHOLOGY 2: (5) CHILD PSYCHOLOGY

This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

PSYCHOLOGY 3: (5) SOCIAL PSYCHOLOGY

A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

PSYCHOLOGY 21: (4) APPLIED BUSINESS PSYCHOLOGY

The general purpose of this course is to develop an understanding of people. Emphasis will be placed on the psychological principles which govern man's adjustment on his job and which promote successful merchandising through advertising and through selling. Studies of the motives which urge men to work and to purchase goods and services will be stressed. The practical aims will be to show how an employee may be aided in becoming adjusted to his job and how to persuade customers to purchase goods and services and be satisfied.

RELIGION

RELIGION 1: (5) SURVEY OF THE OLD TESTAMENT

A study of the content and purpose of the Old Testament.

RELIGION 2: (5) SURVEY OF THE NEW TESTAMENT

A study of the content and purpose of the New Testament.

SOCIOLOGY

SOCIOLOGY 51: (5) INTRODUCTION TO SOCIOLOGY

This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

SOCIOLOGY 52: (5) SOCIAL PROBLEMS

The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

SOCIOLOGY 53: (5) MARRIAGE AND THE FAMILY

This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SOCIOLOGY 54: (3) HUMAN RELATIONS IN INDUSTRY

A course of training in the development of personality, ability to analyze problems involving human relations, and the development of good foundations for personnel relations. Actual cases of human relations problems in industry are studied with a view toward developing the technique of working with superiors, associates, and subordinates.

SPANISH

SPANISH 1-2: (5 each) BEGINNERS' CONVERSATIONAL SPANISH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

SPANISH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL SPANISH

Prerequisite: Spanish 1-2 or two units of high school Spanish.

Review of Spanish grammar and reading of representative Spanish novels and plays.

SPANISH 21: (5) READINGS IN CONTEMPORARY SPANISH AND SPANISH-AMERICAN LITERATURE

Prerequisite: Spanish 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers. Conducted in Spanish as much as possible. Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

SPANISH 22: (5) INTRODUCTION TO SPANISH LITERARY MASTERPIECES

Prerequisite: Spanish 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in Spanish. Collateral reading of two classical works: one Spanish and the other Latin-American.

SPANISH C 4: (5) INTERMEDIATE PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish 1, 2, and 3, or 2 years of high school Spanish.

The student's self-expression in everyday Spanish is gradually increased through this course. Conducted mostly in Spanish. Collateral reading of a book dealing with the geograpry, history, customs, and culture of the Latin-American countries. Book report.

SPANISH C 5: (5) PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish C 4 or the equivalent.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles. Conducted in Spanish. Collateral reading of a play or of a novel. Book report.

SPANISH C 6: (5) ADVANCED SPANISH CONVERSATION

Prerequisite: Spanish C 5 or the equivalent.

Informal group conversation and discussion as for Spanish C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish. Conducted in Spanish. Collateral reading of two books: a play and a novel. Book reports.

ZOOLOGY

ZOOLOGY 1: (5) ANIMAL BIOLOGY

A study of the basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed. Four lecture and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

ACCOUNTING

The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

BLUEPRINT READING

The blueprint reading course covers the making and handling of blueprints along with the study of views, lines, sections, and symbols found on architectural, mechanical, structural, and electrical drawings.

BUSINESS MACHINES

This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

CERAMICS

The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry, as well as pottery vessels, is a part of the work. The use of plaster for making casts is also studied and practiced.

COOKING FOR TWO

Some areas are to be studied in this course include: foods for two, well balanced meals, budgeting the food dollar, and marketing. Party foods and other areas will be studied depending on the interests of the class. On nights that food is prepared in class, it will serve as dinner for the students.

CREATIVE WRITING

This course offers an opportunity for persons who are interested in doing creative writing to carry on their efforts with the guidance and supervision of an instructor. The emphasis is on writing rather than on the theory of writing. The class will be conducted as a laboratory, with the student concentrating on his special interest whether it be in the field of short story, drama, radio script, or magazine article writing.

ENGLISH 1b

The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure. This course carries American Institute of Banking credit.

ENGLISH FOR FOREIGN BORN STUDENTS

This course provides instruction in the fundamentals of grammar and of phonetics through the practical and conversational use of English, with particular emphasis on correct pronunciation and self-expression.

FRENCH C1-2-3

Elementary Practical French Conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

FRENCH C4-5-6

Prerequisite: French C1, 2, 3, or the equivalent.

Intermediate Practical French Conversation. The student's self-expression in everyday French is gradually increased through this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles. Collateral reading.

GROCER CHECKERS COURSE

Some topics to be included in the grocer checkers course are as follows: a good grocery checker, simple grocery arithmetic, the use of the cash register, the use of scales, suggested grocery checking procedures, handling of special procedures, marking and stocking merchandise, handling customer's telephone orders, and good customer relations. Upon satisfactory completion of this course the individual will receive a certificate.

INTERNATIONAL RELATIONS

A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

PAINTING

This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique, each person is encouraged to experiment and try many different variations in technique.

PRINCIPLES OF INVESTMENT SECURITIES

This course is designed to help foster a better understanding of the pitfalls, opportunities, and workings of the complex business of buying and selling stocks and bonds.

PUBLIC SPEAKING

This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating. In addition, individual student problems will be considered.

READING FOR BUSINESS AND PROFESSIONAL MEN AND WOMEN

A nine weeks course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture-demonstrations are combined with actual laboratory work in which each participates in tachistoscopic training, electrically accelerated reading and other modern techniques for building greater speed and comprehension in reading.

SHORTHAND

Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

SERVICE STATION MANAGEMENT

Six two-hour class periods are devoted to the study of the following topics: personnel management, public relations, merchandising, credit and collections, record keeping, and business law.

SPANISH C1-2-3

Elementary Practical Spanish Conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

SPANISH C4-5-6

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Intermediate Practical Spanish Conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

TYPEWRITING

Keyboard drills; paragraph practice; typing of short letters. Practice for accuracy and speed.

WOODWORKING

This course provides basic instruction in woodwork and in the operation of machines and equipment. Special training is given in the use and care of woodworking hand tools and machines, types of finishing materials, methods of refinishing furniture, and work in simple upholstering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 4, 1956

BUSINESS ADMINISTRATION

Clarence Clifford Britt
William Allen Burris
Nick James Castanas
Johnny Everett Culp
William Harold Hendley
Donald Nalle Payne
Walter Herbert Peake, Jr.
Durward Garland Whitfield, III

LIBERAL ARTS

Daniel Webster McCaskill
Martha Ann Voyles

PRE-ENGINEERING

Samuel Neal Broome
William Val Foust
John Frank Frazer, III
Gene Kenneth Hooper
Edward Howard
James Wilson Mock
Stanford Elskamp Niemer
Charles William Smith

PRE-OPTOMETRY

Charles Winford Holtzclaw

SOPHOMORES, 1955-1956

Abercrombie, Jr., Ralph McCall
Anderson, John Thomas
Arnold, Fletcher Marks
Avant, Bill S.
Avery, Darrell Lee
Babb, Jr., James G.
Beaty, Bob Marshall
Beck, Donald Krist
Bernhardt, Jr., Albert Frank
Biddy, Fred Douglas
Bishop, Howard Emmett
Blackwelder, John Robert
Britt, Clarence Clifford
Brown, Lloyd Raeford
Byrum, William A.
Carmichael, Jane Anne
Castanas, Nick James
Chamis, Nick George
Collins, James Richard
Cook, Edwin Alexander
Cox, Jr., Charles William
Culp, Johnny Everett
Davis, Jr., Claude Ellis
Davis, Jr., Robert Harris
Dunn, David O.
Easterling, Ralph LeGette
Eaton, Wayne Arthur
Faulkner, James Patrick
Foard, Merwin Edsel
Foster, Charles Omer
Foust, William Val
Frazer, III, John Frank
Freeman, William Herbert
Garner, James Frank
Gregg, Dennis Leon
Griffin, Jr., Robert Reese
Gunnells, James Keith
Hager, William Albertus
Harris, Kenneth Rhyne
Hartsell, Patsy Anne
Haywood, Mary Elizabeth
Heffner, Clifton Womble
Hendley, William Harold
Hendrix, Justin Floyd
Hinkle, Jr., Emory Ellsworth
Hooper, Gene Kenneth
Hovis, Eleanor Joanne
Huffstetler, Robert K.
Johnston, Frederick Ross
Joyner, Slade Eugene
Kendrick, Roger William
Kennedy, James Johnson
Kiser, Joe Alexander
Kiser, Sidney Caldwell
Knight, Bobby Lawrence

SOPHOMORE STUDENTS 1956-1957

Lambert, Peggy Ann
Lisk, Barney Louis
Lockey, Victor Eugene
Lowe, John Schenck
McCaskill, Daniel Webster
McLeod, Nalle Tennant
Mock, James Wilson
Molter, David Kephart
Moore, Jack T.
Mulvihill, Pat Gregory
Newland, III, William Calhoun
Niemer, Stanford Elskamp
Parker, Charles Harold
Peake, Jr., Walter Herbert
Pressley, Robert Alexander
Reid, Billy June
Robinson, Charles Franklin
Russell, Robert McKee
Saunders, Lacy
Saxon, David Oliver
Skender, Donald Roy
Smith, Charles William
Smith, Paul Allen
Stampley, Charles Douglas
Stephenson, Robert Earl
Summerville, William Kelly
Taylor, Sara Louise
Taylor, Jr., William S.
Trapp, Donald Marion
Vickery, William Thomas
Voyles, Martha Ann
Woodruff, Ralph Jerome

FRESHMEN, 1955-1956

Abernethy, Charles Everette
Adams, Robert Douglass
Adams, Willis Lee
Adcock, John Boyd
Alexander, David Caldwell
Andrews, Michael Louis
Ayers, James Randolph
Barbera, Robert J.
Barkley, John Richard
Barnes, Philip S.
Barrett, Bobby Ray
Bass, Jr., Lionel Demming
Baucom, Keith Brooks
Baucom, Thomas M.
Beaty, Larry P.
Beckham, James Earl
Bell, Jr., Lamar Alton
Bennett, Betsy Irvan
Berryhill, Jack N.
Blackwelder, Theo Clois
Blankenship, Mike Brittian
Bondurant, William Warren
Boone, Harold Lane
Boone, Sam Joseph
Bowers, Bruce Anderson
Bowles, Zane Grey
Braswell, David Christopher
Braswell, James Neal
Brawley. Victor A.
Brown, Carl Laverne
Brown, Dewitt Talmadge
Brown, Harold Irvin
Brown, Vernon Joseph
Bruns, Jr., George Duffie
Bullard, Alfred Hugh
Burris, Jr., Roy Pearson
Butler, Bobbie Joe
Byrd, Eborn Brantley
Cain, James Daniel
Calvert, Jr., Richard Bonsall
Carpenter, Enoch Raymond
Carpenter, Jackie Wayne
Carriker, William Ray
Carter, Jack Lester
Cato, James Thomas
Connor, Lee David
Counts, Gene Raymon
Courtney, Philip Allen
Craven, William Thomas
Crocker, Donald David
Daly, Gwen Sue
Doar, Jackson Edmund
Dodge, Jr., M. Edwin
Douglas, Lloyd Irvin
Drinkard, Jr., William Francis
Drum, Jr., Dewey Lee
Drye, Howard Gladston
Duckworth, Barbara Raie
Dula, L. Max
Dwyer, Eddie Pittman
Eller, James Clifton
Ellis, Bobby Lee
Ellison, George
Elmore, Robert Cathey
Faile, Marion Thomas
Falkenberg, Robert Carl
Faulk, John Edmund
Felmet, Floyd Ray
Ferriott, Thomas L.
Fisher, Henry Guy
Fisher, Nancy Ann
Foster, Brona Jean
Fowler, Harry Clifford
Fowler, Kenneth Edwin
Frink. Jr., William Bunn
Fujioka, Seiichiro (Cy)

FRESHMEN STUDENTS

1956-1957

Funderburke, Eugene Evan
Funderburk, Marie Bryant
Galloway, Jr., William Lawson
Gaudet, Richard Jerome
Gayer, Kenneth E.
Gibson, Roger Cromwell
Gilland, Richard Rozzelle
Gladden, Betty Jean
Glenn, Linda Anne
Godfrey, Thomas H.
Goodman, J. Robert
Green, Kenneth Lee
Greene, Johnsie Ramell
Griffin, Thomas Edward
Griffin, William Howard
Guest, Jr., Wade D.
Gunter, Samuel Earl
Haas, Joseph S. W.
Hall, Johnnie Wyatte
Hallas, William
Harmer, David Charles
Hartline, James Pressly
Harris, Robert Ray
Hasty, Raymond Thomas
Heath, Rodney T.
Helms, Charles F.
Helms, Gerald Clyde
Helms, Ralph Gerald
Henson, William Gladstone
Hill, John Eddie
Hill Robert Loring
Hill, Taylor Mack
Hill, William Martin
Hinson, Mary Gayla
Hoyle, Jr., David William
Hudson, Jr., Edward Carlos
Hurst, David Warner
Hurtt, James L.
Inman, James Larry
Janes, William Wendell
Jarrell, Henry Jackson
Jewell, James Martin
Johnston, Harry Lee
Johnston, Woodrow Earnest
Jordan, Jr., Verner Nicholson
Kanupp, David Leon
Kendrick, Everett Doggett
Kendrick, Patricia Anne
Kennedy, Larry Nolan
Kerlin, Gus Lee
Kiker, Basil Wayne
Kilday, James Paul
King, Bettie Joyce
Kirkpatrick, Jimmy Lawrence
Kissiah, Robert Harvey
Lee, Hilliard Kemper
Lee, Robert Franklin
Leonard, Charles Jerome
Leventis, George Peter
Lippard, Vance Boyd
Loflin, Geddie Marshall
Long, Olin Randall
Love, Jr., Mumford C.
Lowrance, III, David Wilson
Lyles, Richard Arlen
Lynch, Jr., Fulton Lee
McAllister, Dorothy Lyles
McCathern, Jr., Robert Eugene
McGee, Joe Bergen
McGinn, Edward Meyer
McLean, Jr., Clifford
McNeil, Charles Daniel
Mallard, John Bizzell
Malone, James Isham
Martin, Charles Franklin
Matthews, Richard Douglas
Mauldin, Jr., Robert McHardy
Maxwell, Charles King
Mayhew, Jr., Clarence Troy
Maynor, William Ray
Meek, Jack Irwin
Mill, II, William Harrower
Miller, Mary Gertrude
Miller, Richard Maurice
Mills, Bradford Donald
Mincey, Robert Winfred
Mitchell, William Eugene
Moore, Robert Mitchell
Morris, Jackie Norman
Morris, Jerry Arnold
Morris, Kenneth Ray
Mullaney, Joseph Martin
Myers, Richard Lamar
Noles, John Robert
Oates, Roger Lee
Pace, Jerry Lamar
Padgett, Ann Louise
Parker, John Alden
Patterson, John Donald
Pease, Louis Ford
Peele, Paul Franklin
Pegram, Joseph Waters
Pegram, William Frank
Penny, Mark T.
Perez, Marco Antonio
Petty, Phyllis Ramona
Pickard, Joseph Lee
Plyler, Jr., Edward Smoot
Poole, Douglas C.
Poole, William Knight
Primm, Joe Morrison
Proctor, Jr., John Sherrill

FRESHMEN STUDENTS

1956-1957

Quick, John William
Reddeck, III, Thomas Joseph
Redmond, Larry Richard
Reynolds, Merle Elizabeth
Richards, Nanie Leese
Rippy, William E.
Roberts, John Wesley
Roberts, Ronald Eugene
Robinson, Frances Louise
Rochelle, Jr., Dennis Estol
Rodgers, Earnest F.
Rogers, William Robert
Ross, Charles William
Ruppe, Marshall
Russell, David Edward
Schermer, Floyd C.
Scroggs, John Tatum
Seltzer, Kenneth Wendell
Shields, William Job
Shivar, Douglas LeGrand
Short, Bobby Lee
Sipe, Jr., Charles Everett
Sipple, Charles Henry
Sistare, Vann M.
Sloop, Kenneth Mitchell
Smith, Horace Harold
Snyder, Doris Lee
Spake, Eugene W.
Spittle, Roger Young
Starnes, Douglas E.
Staton, Allen L.
Staton, Jr., Robert Harley
Stewart, James Riley
Stollery, Roy Thomas
Stroupe, Fred Hirst
Summerlin, Vance Sherrill
Swafford, James Robert
Swaringen, Donald Ray
Tarleton, Jr., James Titus
Taylor, David Garland Merle
Taylor, Ronald Sherrill
Tesh, Vance Haywood
Thomas, Donald Alvin
Thomas, James W.
Thomas, John Anthony
Thomas, Linwood Proctor
Thomas, Jr., William Evan
Thompson, Grady Odell
Tilley, Jack Thomas
Trimble, William Roger
Vestal, Walter Willis
Wagner, William Deaton
Walker, Thomas Duncan
Wallace, Garland Guy
Wallace, Robert Lee
Ward, Jr., James Keefe
Watts, Ronald Carl
Weaver, Denny Alexander
Webb, Loyd Thomas
Wellmon, Wayne Kenneth
West, Jr., Tommy
Wike, Earl Neal
Williams, James Larry
Williams, Robert Stuart
Wilson, David Ross
Wimbish, Donald Morris
Winslow, Filmore Leigh
Yike, Douglas Reid
Young, Edwin T.
Young, John Franklin
Yount, John Wesley

SPECIAL STUDENTS, 1955-1956

Adams, Willis Lee
Cathey, Walter Howard
Cook, Edward Thomas
Hancock, Alva B.
Harkey, Horace J.
Hazelton, Peter Howard
Koszewski, Jr., Stephen Stanislaus
Patton, Paul Edwin
Ray, Velma Victoria

SUMMARY OF STUDENT ENROLLMENT FOR 1956-1957

Sophomores		87
Freshmen		259
Special		9
Summer Session		149
Adult Education		186
Blueprint Reading	5	
Business Education	36	
Creative Writing	11	
Conversational Spanish	8	
English for Foreign Born	29	
Flight Operations (1000 Phase Meteorology)	20	
Flight Operations (1000 Phase Navigation)	21	
Grocery Checking	31	
Service Station Operators Course	25	
	186	
Total Enrollment		690

Admission granted...

Application for Admission to Charlotte College

for...Quarter, 19.........

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

NAME Mr. Miss Mrs. .... Race..................
(Last) (First) (Middle)

Address .... Phone..................
(Street or R.F.D.)

....
(Post Office) (State)

1. Place of birth...Date of birth..................
2. If not a native of North Carolina, when did you become a resident?
....
3. Name of father, mother, or guardian...
4. If married and living with husband (or wife) give his (or her) name
....
5. Do you have children?..........................If so, give number, sex, and age
....
6. Church membership?..........................If not a church member, denomination preferred...
7. High school and other colleges attended:

	Name of School	Location	Dates of attendance	Graduation
(1)				
(2)				

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?....................... What was last year you were in school? .... (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran?....................... If so, have you applied for a Certificate of Eligibility from the Veterans Administration?.......................
(Form 7-1950, application for Certificate of Eligibility, may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school...
11. Do you plan to complete the work for a college degree?.......................
At what institution?...
12. Course desired (Liberal Arts, Business Administration, etc.).......................
....
13. Have you decided on a life's work?..................If so, what?..................

Signature... Date..................

CHARLOTTE COLLEGE

CHARLOTTE, NORTH CAROLINA

CATALOG
1957 - 1958

1949

CHARLOTTE COLLEGE

CHARLOTTE, NORTH CAROLINA

A Two-Year Junior College

Accredited by

North Carolina College
Conference

Member of

Southern Association of
Junior Colleges

American Association of
Junior Colleges

1957

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1958

JANUARY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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CALENDAR OF EVENTS—1957-1958

FALL QUARTER, 1957

September 13-17	Orientation and Testing of New Students
September 18	Registration
September 19	First Day of Classes
November 27-December 1	Thanksgiving Recess
December 12	Last Day of Classes
December 13-17	Final Examinations
December 18	Christmas Vacation

WINTER QUARTER, 1958

December 30	Orientation and Testing of New Students
December 31	Registration of New Students
January 1	First Day of Classes
March 11	Last Day of Classes
March 12-14	Final Examinations

SPRING QUARTER, 1958

March 14	Orientation and Testing of New Students
March 15	Registration of New Students
March 17	First Day of Classes
April 4-7	Easter Vacation
May 27	Last Day of Classes
May 28-30	Final Examinations
June 1-2	Graduation Exercises

SUMMER SESSION, 1958

First Summer Term

June 4	Orientation and Testing of New Students
June 5	Registration
June 6	First Day of Classes
July 4	Holiday for Independence Day
July 11	Last Day of Classes
July 14-15	Final Examinations

Second Summer Term

July 15	Orientation and Testing of New Students
July 16	Registration
July 17	First Day of Classes
August 20	Last Day of Classes
August 21-22	Final Examinations

ADMINISTRATIVE ROSTER FOR 1956-1957

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, Chairman
G. D. Aitken
Albert L. Bechtold
Richard H. Brown
J. P. Hobson
Ben S. Horack
Ben Huntley

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Bonnie E. Cone	*Director*
Harper Higgins	*Registrar*
Douglas Kendall	*Treasurer*
Joyce Dunn	*Secretary*
Mrs. Hazel B. Mullins	*Secretary*

ADVISORY COMMITTEE

J. Murrey Atkins, Chairman
Glen Coan
Mrs. Julian P. Creighton
C. W. Gilchrist
Dr. George D. Heaton
Ben Huntley
W. A. Kennedy
John Paul Lucas
Addison Reese
Sheldon Smith
Dick Young

FACULTY 1956-1957

Baker, Evelyn . . . . . *English*
A.B., Winthrop College
A.M., Duke University

Barton, Easley B. . . . . . *Fields and Circuits*
B.E.E., Clemson College

Blair, Rosannah G. . . . . . *Librarian*
A.B., Dickinson College
B.S., Columbia University School of Library Science

Bowers, Bobby K. . . . . . *Fields and Circuits*
B.E.E., North Carolina State College

Browne, Glenn L. . . . . . *English*
A.B., Lenoir Rhyne

Cone, Bonnie E. . . . . . *Mathematics*
B.S., Coker College
A.M., Duke University

Corbett, Thomas A. . . . . . *Psychology*
A.B., Transylvania College
B.D., The College of the Bible
M.A., Florida State University

Corky, W. B. H. . . . . . *Philosophy*
B.A., Queens University, Ireland

Darholt, Jerome O. . . . . . *Mechanical Technology*
B.M.E., North Carolina State College

Denny, Mary R. . . . . . *English*
A.B., Salem College
A.M., Duke University

Fore, Mary S. . . . . . *English*
A.B., Winthrop College
A.M., Columbia University

Freeman, Gordon Q. . . . . . *English*
A.B., Queens College
A.M., Duke University

Gardner, Marvin E. . . . . . *Electrical Technology*
B.S.E.E., University of South Carolina

Greene, Philip J. . . . . . *History*
A.B., M.A., University of Alabama
Ph.D., University of Chicago

Harrison, Jane . . . . . *Business Education*
A.B., Randolph-Macon College
M.B.A., Indiana University

Hechenbleikner, Herbert . . . . . *Botany, Zoology, and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Higgins, Harper . . . . . *Business Education*
B.S., Presbyterian College
M.Ed., University of North Carolina

HOYLE, FRANCES B. . . . . . *Spanish*
A.B., Woman's College, University of North Carolina
A.M., New York University

HOYLE, HUGHES B. . . . . . *Mathematics*
A.B., A.M., University of North Carolina

LASLIE, FLORENCE . . . . . . *Human Relations in Industry*

McCOLLEY, EARL S. . . . . . *Chemistry*
Ph.B., A.M., Brown University
Ph.D., Boston University

McINTYRE, MRS. KATHERINE . . . . . . *Librarian*
B.A., Converse College
B.A. in Library Science, Emory University

McKINNON, WALTER H. . . . . . *Fields and Circuits*
B.E.E., North Carolina State Sollege

MACY, PIERRE . . . . . . *French, Spanish*
Ph.D., University of Paris

MARECEK, KAREL V. . . . . . *Economics*
Ph.D., Georgetown University
J.U.Dr., Charles University, Prague

MARKHAM, ELEANOR . . . . . . *Mathematics*
A.B., A.M., Duke University

NORMAN, JOHN H. . . . . . *Chemistry*
A.B., Erskine College
M.A., University of North Carolina

RANEY, RUTH . . . . . . *Distribution*
B.S., Ohio University
M.L., University of Pittsburgh

REILLEY, JR., EUGENE H. . . . . . *Fields and Circuits*
B.S.E.E., Virginia Polytechnic Institute

ROWLETT, B. J. . . . . . *Descriptive Geometry*
B.S.C.E., Virginia Polytechnic Institute

RUSSELL, JR., LUTHER O. . . . . . *Engineering Drawing*
B.S.M.E., Duke University

SINCLAIR, KENNETH . . . . . . *Woodworking*
B.S., M.A., Western Kentucky State College

SITTON, FRED . . . . . . *Public Speaking*
B.A., Texas College of Mines
M.F.A., University of Texas

SLOAN, HARRY W. . . . . . *Mechanical Technology*
B.S.M.E., North Carolina State College

SMITH, JOHN F. . . . . . *Mathematics*
A.B., M.A., Furman University

SWOFFORD, CLYDE . . . . . . *Mathematics*
A.B., Wake Forest

THORNE, ALBERT M. . . . . . *Laboratory Instructor*
B.S. in Engineering Physics, Lehigh University

THORNTON, SAM M. . . . . *Psychology*
B.A., University of Dayton
M.A., Ohio University
Ph.D., University of Houston

TINKHAM, MARK . . . . *Physics*
A.B., University of North Carolina

WARWICK, LEWIS A. . . . . *Mathematics*
A.B., Asbury College
M.A., University of Michigan

WATSON, FLORA MAE . . . . *Mathematics*
A.B., Winthrop College

WHEELOCK, JOHN G. . . . . *Business Law*
L.L.B., Northwestern University Law School

WINNINGHAM, EDYTH. F. . . . . *History and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

WOODRUFF, HARVEY L. . . . . *Choral Director*
B.S. in Music Ed., New York University
M.A. in Music Ed., Teachers College, New York City

COMMITTEES OF THE FACULTY

ADMINISTRATIVE

Miss Cone, *Chairman*

Miss Denny
Mr. Higgins
Miss Markham
Mrs. Winningham

ADMISSIONS

Mr. Higgins, *Chairman*

Miss Cone
Miss Raney
Dr. Macy

ALUMNI

Mrs. Hoyle, *Chairman*

Miss Denny
Miss Markham
Mrs. Winningham
Mr. Norman
Mr. Tinkham

COMMENCEMENT

Miss Denny, *Chairman*

Mr. Higgins
Mrs. Hoyle
Mr. Woodruff
Dr. Macy
Mr. Tinkham

CONCERTS, LECTURES, AND PROGRAMS

Dr. Macy, *Chairman*

Miss Fore
Dr. Greene
Mr. Woodruff
Mr. Tinkham
Mr. Wheelock

COUNSELING

Mr. Tinkham, *Chairman*

Miss Cone
Miss Denny
Miss Fore
Mr. Higgins
Mrs. Hoyle
Dr. Macy
Miss Markham
Mr. Norman
Miss Raney
Mrs. Winningham

CURRICULUM

Mr. Norman, *Chairman*

Mr. Barton
Miss Cone
Mr. Darholt
Miss Denny
Miss Fore
Mr. Gardner
Dr. Hechenbleikner
Mr. Higgins
Mrs. Hoyle
Dr. Macy
Miss Markham
Mr. McKinnon
Miss Raney
Mr. Russell
Mr. Sloan
Mr. Tinkham
Mrs. Winningham

LIBRARY

Miss Blair, *Chairman*

Miss Fore
Dr. Hechenbleikner
Dr. Macy
Mrs. McIntyre
Mr. Norman

PUBLIC RELATIONS

Mr. Higgins, *Chairman*

Miss Fore
Miss Raney
Dr. Macy

PUBLICATIONS

Miss Fore, *Chairman*

Miss Denny
Mr. Higgins
Mrs. Hoyle

SCHOLARSHIPS AND AWARDS

Miss Denny, *Chairman*

Miss Cone
Mr. Norman
Miss Raney

STUDENT GOVERNMENT

Mrs. Winningham, *Chairman*

Mrs. McIntyre
Mr. Wheelock

SOCIAL ACTIVITIES

Miss Raney, *Chairman*

Dr. Macy
Miss Markham
Miss Watson
Mr. Woodruff

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university through the two years of college work in most major fields.
2. Preparation for immediate employment through the two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the Board of School Commissioners to take measures to provide for a permanent college. At the request of the Charlotte Board of School Commissioners, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the Board of School Commissioners to administer the college as a part of the public school system and to finance the institution by charging the students tuition. At the outset any additional finances which were needed were to be provided from non-tax monies. In the event that these funds proved to be insufficient, the measure authorized a special election to provide a tax of not more than five cents on the $100. Since it had been apparent for some time that the available income was inade-

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) satisfactory high school or preparatory school achievement. Such achievement is indicated by (a) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (b) sixteen acceptable units; (c) satisfactory scores on college entrance examinations.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 units
Algebra (one and one-half years)	1½ units
Plane geometry (one year)	1 unit
Foreign language (two years in one language)	2 units
Social science (United States History)	1 unit
Natural science (one year with laboratory)	1 unit
Electives	5½ units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 units
History (one year, United States or equivalent)	1 unit
Algebra (one and one-half years)	1½ units
Plane geometry (one year)	1 unit
Solid geometry (one-half year)	½ unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 unit
Electives	7 units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses.

The college entrance examinations are the same as those required by the University of North Carolina, and are given in designated high schools by the University several times each year. A special testing period will also be provided by Charlotte College for all those who have not taken the examinations given by the University. In 1957, the College will give this battery of tests on August 23, and again on September 13-17.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, (2) a transcript of all former college work, and (3) acceptable results of college entrance examinations. If such results are not available, the transfer student will be required to take the college entrance examinations given to all entering freshmen.

A student who has completed two years of college work and wishes to take other required first or second year courses is termed an "Unclassified College Grade" student. In addition to meeting the requirements for advanced standing, such a student must also present a letter of permission from the senior institution to which he expects to transfer the credits earned at Charlotte College.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take without credit any college course for which they are prepared. Grades thus earned will be recorded but not transferred because they carry no credit toward graduation.

For Auditors

Students who wish to audit courses must register through the College office. Auditors receive no credit and are not required to attend classes, participate in class discussion, or take tests and examinations.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if his grades do not indicate satisfactory progress.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses of not less than twelve quarter hours constitute a full college load, but a student may register for less work. For students who maintain a "B" average, special permission may be obtained from the registrar to take an additional course.

EXPENSES

Tuition

The tuition fee is four dollars ($4.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours' credit, will be charged twenty dollars per course or sixty dollars for the quarter.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22
Botany 1, 41
Chemistry 1, 2
Geography 38
Geology 41, 42
Physics 24, 25
Physics 201, 202, 203
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:

Chemistry 31, 41, 42
E.E. 201-202-203

Student Activity Fee

The basic student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper. The yearbook fee of three and one-half dollars ($3.50) is required of each student upon his entrance for the fall or the winter quarter.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is not refundable.

SCHOLARSHIPS

Friends of Charlotte College have provided a number of scholarships for worthy students who can show definite need for such aid. These scholarships are to be allotted in quarterly payments. Payments after the first and each succeeding quarter are contingent upon the scholarship recipient's maintenance of a satisfactory record for the preceding quarter.

1. One Charlotte College Tuition Scholarship of $500.00 for the freshman and sophomore years.
2. Six Charlotte College Tuition Scholarships of $250.00 each to be awarded annually to a member of the graduating class from each of the senior high schools in Charlotte and in Mecklenburg County.
3. Two Charlotte College Tuition Scholarships of $250.00 each to a high school graduate from any of the surrounding counties.
4. One Charlotte College Tuition Scholarship of $150.00 to be awarded annually.
5. Two Charlotte College Tuition Scholarships of $75.00 each to be awarded annually.

AWARDS

Altrusa Award of $150.00 is awarded annually to a freshman student who has shown outstanding scholastic attainment and a loyal spirit of cooperation in college activities.

Bonnie E. Cone Award of $75.00 is awarded to a freshman student who has demonstrated fine college spirit and made a significant contribution to college life.

The Bill Mitchell Award is awarded annually to two students of the graduating class who have shown outstanding qualities of scholarship and leadership and maintained an attitute of unselfish interest in the welfare of their fellow-students and of the college as a whole.

SPECIAL AWARDS FOR 1957-1958

The Piedmont Chapter of the North Carolina Professional Engineering Society is awarding two scholarships of $325.00 each to outstanding students in the second year of engineering.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects (at least twelve quarter hours of work) and maintain at least a "B" average, with no grade lower than a "C."

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the registrar or a counselor will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

LIBERAL ARTS (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10

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*A student placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

Choose one:	
Economics 31-32	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not psychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany, 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3, 4, and 21 or Philosophy 41	
*Spanish 3, 4, and 21 or Philosophy 41	15

SECOND YEAR

English 3-4 or 6 or 8	10
Economics 31-32	10
Political Science 41	5
Choose one:	
History 21, 22	
Philosophy 41, 42	
Political Science 42	
Psychology 1	5
***Choose one:*	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

**A student must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new language 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

SCIENCE (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
*French 3-4	10

SECOND YEAR

English 3-4 or 6 or 8	10
French 21-22	10
Physics 24-25 (not for Geology majors)	12
Mathematics 31-32-33 (not for Geology majors)	15
Choose according to major:	
Chemistry 41-42	
Geology 41-42, Geography 38	
History 21-22	10-28

ELEMENTARY EDUCATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany 1 or Zoology 1	5
Choose one:	
*French 3-4-21	
*Spanish 3-4-21	15

SECOND YEAR

English 3-4 or 6 or 8	10
Geography 38	6
History 21-22	10
Choose:	
Economics 31-32	
Education 41	
Philosophy 41-42	
Political Science 41	
Sociology 51-52	10

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*A student placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

Choose one:	
Chemistry 1-2	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

SECONDARY EDUCATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2	
Physics 24-25	10
Choose one:	
*French 3-4-21	
*Spanish 3-4-21	15

SECOND YEAR

English 3-4 or 6 or 8	10
Choose:	
Geology 41-42	
**Botany 1 or Zoology 1	
Geography 38	
Mathematics 31	
Botany 41	
Zoology 41	10
Choose:	
Economics 31-32	
Education 41	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Sociology 51-52	20

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*A student placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

**A student who wishes to take further work in botany and zoology should choose as his first course in these areas Botany 41 or Zoology 41 instead of Botany 1 or Zoology 1.

ENGINEERING CURRICULA (University Parallel)

In cooperation with the Engineering School of North Carolina State College, Charlotte College has developed a correlated program for the first two years of engineering. After completing the two years at Charlotte College, the student with C or better average may transfer to North Carolina State College to complete the final two years of the undergraduate program.

In all branches of engineering the requirements for the first year are the same. In the second year the choice of electives must be according to the chosen field. The detailed course of study for the last two years can be obtained from the State College catalog.

If a student plans to transfer to an engineering school other than North Carolina State College, the registrar will assist in planning his curriculum accordingly.

From the engineering curricula suggested below, a student from another field of engineering may also complete the requirements for junior standing at North Carolina State College.

CHEMICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	16
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3-4	10
Economics 31-32	10
Chemistry 41-42	12

CIVIL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	16
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
C. E. 201-202-203	10
E. M. 211	5

Choose one:

Economics 32	
English 4	
History 21	
Political Science 41	
Psychology 1	5

ELECTRICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	16
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
E. E. 201-202-203	12

Choose:

Economics 32	
English 4	
History 21-22	
Political Science 41	
Psychology 1	10

GEOLOGICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	16
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
Chemistry 41-42	12
Geology 41-42	12

MECHANICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	16
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3-4	10
E. M. 211	5
Choose:	
Economics 31-32	
History 21-22	
Political Science 41	
Psychology 1	15

PRE-LAW COURSES (University Parallel)

Students electing the pre-law course may do so in one of the following ways:

(1). Take the regular liberal arts course.

(2). Take the regular business administration course.

PRE-MEDICINE (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

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*A student placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8 Chemistry 41-42 Botany 41	15
Choose one:	
French 21-22 Spanish 21-22	10

TERMINAL CURRICULA

The terminal curricula are intended primarily for students who expect to complete their college program in two years or less and go directly into employment. However, some work in each program is transferable to senior colleges so that a person can transfer from a terminal curriculum to a university parallel curriculum without losing all of his credits.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE (Terminal)

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Adm. 1	Introduction to Accounting	5
Mathematics 1	Business Mathematics	5
English 21	English of Business	5
Elective	(Typewriting required of students not proficient)	10

SECOND YEAR

Eng. 3-4 or 5-6	English or American Literature	10
Bus. Adm. 21-22	Accounting Principles	10
Economics 31-32	General Economics	10
Political Sc. 41	Government of the United States	5
Bus. Adm. 5	Business Law	5
Elective		5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Adm. 1	Introduction to Accounting	5

SECOND YEAR

English 21	English of Business	5
Bus. Adm. 21-22	Accounting Principles	10
Bus. Ed. 25-26	Advanced Typewriting	10
Bus. Ed. 27-28	Advanced Dictation	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

ONE-YEAR GENERAL BUSINESS COURSE (Terminal)

		Quarter Hours
English 21	English of Business	5
Mathematics 1	Business Mathematics	5
Bus. Adm. 1	Introduction to Accounting	5
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

DISTRIBUTION (Terminal)

The Distribution Curriculum is designed to train business employees in the fields of retail and wholesale selling and buying, personnel work, advertising, small store management, and related areas.

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Economics 1	Business Economics	4
Mathematics 1	Business Mathematics	5
Psychology 1	General Psychology	5
Bus. Adm. 3	Advertising Copy and Layout	4
Bus. Adm. 4	Selling	3
Bus. Adm. 6	Retail Merchandising	5
Bus. Adm. 11-12-13	Business Laboratory	9
Electives		
Bus. Ed. 15	Typewriting I	
Bus. Adm. 1	Introduction to Accounting	
Bus. Adm. 7	Merchandise Information-Textiles	3
Bus. Adm. 8	Merchandise Information-Non-Textiles	3

SECOND YEAR

English 9	Public Speaking	4
English 21	English of Business	5
Economics 31-32	General Economics	10
Bus. Adm. 5	Business Law	5
Bus. Adm. 24	Sales Management	4
Bus. Adm. 31	Personnel Management	5
Bus. Adm. 41-42-43	Business Laboratory	9
Psychology 21	Applied Business Psychology	4

TECHNICAL EDUCATION CURRICULA (Terminal)

Charlotte College offers several two-year programs of technical training for individuals preparing for positions in production, operation, maintenance, sales and supervision phases of industry. The primary purpose of these programs is to train individuals for occupations between the skilled crafts and the highly scientific professions.

ELECTRICAL TECHNOLOGY (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 101-102	Engineering Algebra and Trigonometry	10
Mathematics 103	Analytical Geometry	6
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
E. T. 111-121	Electrical Circuits I, II	12
E. T. 131	Electron Tubes	6

SECOND YEAR

English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
Mathematics 201	Calculus I	5
Sociology 54	Human Relations in Industry	3
E. T .142	Rotating Machinery	4
E. T. 143	Polyphase Circuits	4
E. T. 145	Communications Technology	4
E. T. 154	Industrial Electronics	6
E. T. 151-161	A. C. Machinery I, II	12
E. T. 162	Wiring Methods	4
E. T. 164	Electrical Drawing	2
E. T. 166	Electrical Power Distribution	6
E. T. 169	Illumination	3

ELECTRONICS AND COMMUNICATIONS TECHNOLOGY (TERMINAL)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 101-102	Engineering Algebra and Trigonometry	10
Mathematics 103	Analytical Geometry	6
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
E. T. 111-121	Electrical Circuits I, II	12
E. T. 131	Electron Tubes	6

SECOND YEAR

English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
Mathematics 201	Calculus I	5
Sociology 54	Human Relations in Industry	3
E. T. 142	Rotating Machinery	4
E. T. 143	Polyphase Circuits	4
E. T. 145	Communications Technology	4
E. T. 154	Industrial Electronics	6
E. T. 157	Radio I	6
E. T. 160	Transmission Lines and Antennas	4
E. T. 163	FM and Television	6
E. T. 165	Microwaves and Radar	4
E. T. 167	Advanced Radio	5
E. T. 168	Electronic Drafting	2

MECHANICAL TECHNOLOGY (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Mathematics 7-8	College Algebra and Trigonometry	10
Mathematics 31	Plane Analytic Geometry	5
Mathematics L	Logarithms and Slide Rule	1
M. E. 101-102	Engineering Graphics	4
Physics 24-25	General Physics	12
Sociology 54	Human Relations in Industry	3
M. T. 141-142-143	Machine Shop I, II, III	7
M. T. 144	Tools and Methods	3
M. T. 147	General Woodwork	2
M. T. 154	Machine Drawing	2
M. T. 163	Pattern Making	2
M. T. 170	Production Planning	3
I. T. 151	Industrial Safety	3

SECOND YEAR

English 9	Public Speaking	5
English 10	Technical Writing	3
Chemistry 1	General Chemistry	5
M. T. 139	Mechanics of Materials	6
M. T. 145	Jig and Fixture Design	3
M. T. 146	Inspection Methods	2
M. T. 153	Metallurgy and Heat Treating	4
M. T. 165	Tool Engineering	3
M. T. 167	General Sheet Metal	2
M. T. 168	Welding	2
M. T. 169	Machine Sketching	2

M. T. 171	Seminar	1
E. T. 159	Industrial Electricity	5
I. T. 142	Sales Engineering and Industrial Purchasing	3
I. T. 148	Methods Engineering	3
I. T. 152	Motion and Time Study	3
I. T. 153	Supervisory Training	3
I. T. 157	Industrial Organization and Management	3

DESCRIPTION OF COURSES

(Note: Figures in parentheses represent quarter hours.)

BOTANY

BOTANY 1: (5) PLANT BIOLOGY

A study of the structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

BOTANY 41: (6) PLANT BIOLOGY

To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION 1: (5) INTRODUCTION TO ACCOUNTING

Topics covered include the theory of debits and credits and the construction of the trial balance, work sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.
Three lecture and four laboratory hours a week.

BUSINESS ADMINISTRATION 3: (4) ADVERTISING COPY AND LAYOUT

Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.

BUSINESS ADMINISTRATION 4: (3) SELLING

Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

BUSINESS ADMINISTRATION 5: (5) BUSINESS LAW

A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.

BUSINESS ADMINISTRATION 6: (5) RETAIL MERCHANDISING

This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

BUSINESS ADMINISTRATION 7: (3) MERCHANDISE INFORMATION —TEXTILE FABRICS

Required of those planning to enter department store work or other businesses handling textile fabrics or clothing. This course will cover fibers and fabric construction. It will be applied to merchandising of fabrics and clothing, fashion coordination and interior decoration.

BUSINESS ADMINISTRATION 8: (3) MERCHANDISE INFORMATION —NON-TEXTILES

Various types of information with emphasis on sources of information and methods of keeping up to date. Special project method to be used.

BUSINESS ADMINISTRATION 11-12-13: (3 each) BUSINESS LABORATORY

This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

BUSINESS ADMINISTRATION 21-22: (5 each) ACCOUNTING PRINCIPLES

Prerequisite: Business Administration 1.

The fundamental principles of accounting are reemphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting. Three lecture and four laboratory hours a week.

BUSINESS ADMINISTRATION 24: (4) SALES MANAGEMENT

Organization of a sales department; assignment of responsibilities; techniques of selecting the sales force; equipping and training salesmen; territories, routes, compensation; methods of stimulating salesmen; methods of sales control and sales promotion; relation of sales manager to other department heads in an organization.

BUSINESS ADMINISTRATION 31: (5) PERSONNEL MANAGEMENT

This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analyses, and keeping personnel records.

BUSINESS ADMINISTRATION 41-42-43: (3 each) BUSINESS LABORATORY

This course includes two class hours instruction per week and fifteen to twenty hours minimum of work experience. This work will be supervised by the coordinator of distributive education. Instruction will cover activities directly related to the individual's work experience. Employment must be approved by coordinator of distributive education.

BUSINESS ADMINISTRATION 51: (5) BUSINESS ORGANIZATION

Prerequite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

BUSINESS EDUCATION

BUSINESS EDUCATION 15-16: (5 each) BEGINNING TYPEWRITING

The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

BUSINESS EDUCATION 17-18: (5 each) BEGINNING SHORTHAND

Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minutes on new material with ninety-five per cent accuracy is required.

BUSINESS EDUCATION 25-26: (5 each) ADVANCED TYPEWRITING

The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS EDUCATION 27-28: (5 each) ADVANCED DICTATION

The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

BUSINESS EDUCATION 32: (5) OFFICE MACHINES

A fair degree of skill is developed in the use of machines such as dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous.

BUSINESS EDUCATION 33: (5) OFFICE PRACTICE

Prerequisite: Business Education 15-16 and Business Education 17-18.

An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

CHEMISTRY

CHEMISTRY 1-2: (5 each) GENERAL DESCRIPTIVE CHEMISTRY

Prerequisite or co-requisite: Mathematics 7 or Mathematics 101.

Fundamental principles, theories, and laws of chemistry; occurrence, preparation, properties, and uses of selected elements and their compounds; equilibrium, oxidation and reduction; metallurgy; introduction to organic and nuclear chemistry. Three lecture and four laboratory hours a week.

CHEMISTRY 31: (6) QUALITATIVE ANALYSIS

Prerequisite: Chemistry 1-2 or equivalent.

Reactions of electrolytes in solution, chemical equilibrium, semi-microanalytical techniques, identification of common cations and anions. Three lecture and six laboratory hours a week.

CHEMISTRY 41-42: (6 each) ELEMENTARY QUANTITATIVE ANALYSIS

Prerequisite: Chemistry 31.

Volumetric and gravimetric analysis, techniques, stoichiometry, principles of neutralization, oxidation, precipitation and calorimetric methods. Three lecture and six laboratory hours a week.

ECONOMICS

ECONOMICS 1: (4) BUSINESS ECONOMICS

This course covers the economics of distribution, an examination of marketing channels, sources and use of business publications and other materials as applied to the solution of distribution problems.

ECONOMICS 31-32: (5 each) GENERAL ECONOMICS

The organization and underlying principles of modern economic life. The production, exchange, distribution, and consumption of wealth, and auxiliary economic problems.

EDUCATION

EDUCATION 41: (5) INTRODUCTION TO THE STUDY OF EDUCATION

This is an orientation course designed to help develop an understanding of the philosophy and procedures of public education.

ELECTRICAL AND ELECTRONICS TECHNOLOGY

ELECTRICAL TECHNOLOGY 111: (6) ELECTRICAL CIRCUITS I

Co-requisite: Math 101, Physics 25

A study of the fundamentals of alternating current theory and practice as applied to single-phase circuits. Covers generation of alternating emf, resistance networks, Thevenin's theorem; resistance, capacitance, and inductance; reactance, impedance, and phase relations; conductance, susceptance, and admittance; series and parellel RLC circuits; resonant and antiresonant circuits; complex notation; use of the slide rule; and metering and instrumentation. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 121: (6) ELECTRICAL CIRCUITS II

Prerequisite: E. T. 111 and Math 101

A continuation of E. T. 111 into advanced alternating-current theory and practice as applied to single-phase circuits. The use of complex notation in further analysis of series and parallel circuits. Covers coupled-circuit theory, impedance transformation, transformer theory, mutual inductance, and reflected impedance. A study of single-phase transformers including construction, classification, cooling methods, regulation, loss determination, and efficiency. Also covers per unit method of calculation, conversion efficiency, ripple factor, transformer utilization factor, and circuit analysis of single-phase half wave, full wave, and bridge rectifier circuits. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 131: (6) ELECTRON TUBES

Prerequisite: E. T. 111, Co-requisite: Math 102

A basic study of the control of free electrons in elementary electronic circuits. Classification and characteristics of high-vacuum tubes; tube characteristic curves; rectification and amplification; basic amplifier circuits, load lines, amplification factor, transconductance, plate resistance, and stage gain; classification and characteristics of gas-filled, vapor-filled, and cathode-ray tubes; metering and instrumentation. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 142: (4) ROTATING MACHINERY

Prerequisite: E. T. 121, Co-requisite: Math 201

The study of direct-current motors and generators including construction, characteristics, operation and control, and industrial applications. Also studied are the principles and operating characteristics of three-phase induction motors, single-phase motors, synchronous generators and synchronous motors. Laboratory tests are conducted to study operating principles and determine performance characteristics. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 143: (4) POLYPHASE CIRCUITS

Prerequisite: E. T. 121, E. T. 131, Co-requisite: Math 201

A study of polyphase distribution systems, transformer connections, circuit analysis, and rectifier circuits. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 145: (4) COMMUNICATIONS TECHNOLOGY

Prerequisite: E. T. 121, E. T. 131 (or concurrently)

A study of the operating principles of telephone equipment and circuits, local-battery and common-battery manual exchanges, basic relay circuits for digital control. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 151: (6) A. C. MACHINERY I

Prerequisite: E. T. 142, E. T. 143 (or concurrently)

The study of polyphase induction motors and single phase motors including construction, characteristics, operation and control, and industrial applications. Laboratory tests are conducted to study operating principles and determine performance characteristics. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 154: (6) INDUSTRIAL ELECTRONICS

Prerequisite: E. T. 121, E. T. 131

A study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, generator and motor control systems, and induction and dielectric heating equipment. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 157: (6) RADIO I

Prerequisite: E. T. 154 (or concurrently)

A study of radio receivers and receiver circuits. Tuned-radio frequency, regenerative, superregenerative, and superheterodyne receivers. Biasing methods, tuning circuits, radio-frequency and audio-frequency amplifiers, amplifier coupling methods and analysis, regenerative and degenerative circuits, basic oscillator circuits, decoupling networks; modulation, detection, and detector circuits; power supplies and power amplifiers, metering and instrumentation. Laboratory work includes the construction of a superheterodyne receiver. Four lecture and four laboratory hours per week.

ELECTRICAL TECHNOLOGY 159: (5) INDUSTRIAL ELECTRICITY

Prerequisites: Physics 25 and Math 8 or 102

A study of electrical fundamentals, circuit analysis, electrical machinery, control circuits, and industrial applications of electrical equipment. Four lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 160: (4) TRANSMISSION LINES AND ANTENNAS

Prerequisite: E. T. 157 (or concurrently)

High-frequency transmission line concepts and practical applications. Impedance-matching concepts and methods, transmission line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high frequency measuring techniques. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 161: (6) A. C. MACHINERY II

Prerequisite: E. T. 151

A study of the design, operating principles, performance characteristics and industrial applications of synchronous motors, synchronous generators, synchronous converters, synchros, servomotors, and amplidynes together with their motor-starting, switching and protective devices. Laboratory tests are conducted on these units. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 162: (4) WIRING METHODS

Prerequisite: E. T. 142, E. T. 143

A study of wiring and wiring methods used in buildings. The course material includes wire sizes, types of insulation, electrical fittings, service entrances, distribution centers, branch circuit layout, switching arrangements, motor control circuits, and a thorough examination of the recommendations of the National Electrical Code and the National Electrical Manufacturers Association with illustrative applications of wiring procedures. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 163: (6) FM AND TELEVISION

Prerequisite: E. T. 157

A study of the principles of frequency modulation, methods of modulation and defection, FM transmitter and receiver circuits; FCC standards of television transmission, camera and picture tubes, composite video signal, television receiver circuits, power supplies, video amplifiers, deflection generators, alignment procedures, servicing, transmitter circuits. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 164: (2) ELECTRICAL DRAWING

Prerequisite: M. E. 101, 102

A study of A.S.A. and A.I.E.E. standard electrical drawing symbols and preparation of electrical drawings including schematics, single-line diagrams, wiring diagrams, layouts and others. Four laboratory hours per week.

ELECTRICAL TECHNOLOGY 165: (4) MICROWAVES AND RADAR

Prerequisite: E. T. 157

A study of microwave techniques, theory and practice in pulse circuits, U.H.F. amplifiers, transit time effects, wave guides and cavity resonators; dynatrons, transitrons, klystrons, and magnetrons; multivibrators and trigger circuits; principles of radar, types of scan, radar transmitting and receiving systems, synchronization, and specific study of ASC-1 and APS-3 radar systems. Three lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 166: (6) ELECTRIC POWER DISTRIBUTION

Prerequisite: E. T. 151

A study of the fundamental principles of electric power transmission and distribution including the calculation of short and medium length polyphase lines; the study of types and classes of loads, distribution networks, transformer connections and operation, voltage control, and protecting equipment; the study of mechanical principles involved in network design and the study of economic principles of distribution. Five lecture and two laboratory hours per week.

ELECTRICAL TECHNOLOGY 167: (5) ADVANCED RADIO

Prerequisite: E. T. 157

A study of advanced radio communication circuits, AM transmitters, power amplifiers, phase inverters, push pull amplifiers, and modulator circuits; alignment and tuning of AM, FM, and T.V. receivers; including servicing techniques and trouble shooting procedures. Three lecture and four laboratory hours per week.

ELECTRICAL TECHNOLOGY 168: (2) ELECTRONIC DRAFTING

Prerequisite: E. T. 154

A course in the design, layout, and estimating of electronic circuits and equipment. The student works in the drafting lab on projects he might build in E. T. 163 or E. T. 167 laboratory. Four laboratory hours per week.

ELECTRICAL TECHNOLOGY 169: (3) ILLUMINATION

Prerequisite: E. T. 121

A study of illumination principles and practices. Modern illumination principles, calculations and equipment are coordinated in design problems of complete fluorescent and incandescent lighting installations. Two lecture and two laboratory hours per week.

ENGINEERING

C.E. 201-202-203: (3 each) SURVEYING I, II, III

Prerequisite: Mathematics 101

Elements of plane surveying including taping, transit, level, stadia, plane table, topographic surveying and mapping, care and adjustment of instruments; elementary astronomical surveying; construction surveys; earthwork computations; route surveys; simple, compound, parabolic, and spiral curves; chainage equations. One lecture, two problem, and three laboratory hours a week.

E.E. 201-202-203: (4 each) ELEMENTARY FIELDS AND CIRCUITS

Co-requisites: Mathematics 201, Physics 201

Required of sophomores in electrical engineering

Fundamental laws of electric circuits, magnetic circuits, electric fields, and magnetic fields. Introduction to steady-state alternating-current circuit theory. Two lecture, two problem, and three laboratory hours a week.

E.M. 211: (5) MECHANICS I (STATICS)

Prerequisites: Physics 201, Mathematics 201

Study of the analytical and graphical solution for the resultant and equilibrium of concurrent, parallel, and non-concurrent non-parallel force systems under coplanar or non-coplanar conditions. The application of statics to pin connected members, trusses and cables; friction; centroids; and moments of inertia. Shear and bending moment equations and diagrams.

M.E. 101-102-103: (2 each) ENGINEERING GRAPHICS

The major areas that will be covered in this work include: instrument practice, geometric construction, orthographic projection, sections, auxiliary views, pictorial drawing, details and assemblies, charts, graphs, freehand sketching, dimensioning, true length, true slope and line as a point, edge view and true size of a plane, shortest distances between lines, a line piercing a plane, intersection of planes, dihedral angle, shortest distances to a plane, angle between a line and a plane, revolution, development of surfaces, intersection of solids, mining problems, aeronautical problems, miscellaneous problems.

ENGLISH

ENGLISH R: (0) REFRESHER ENGLISH

Required of all students who by placement test fail to qualify for English 1. Special emphasis will be given to review of grammar, to reading, and to writing. Credit for English 1 may be earned (1) by students completing the course with grade A or B or (2) by students showing sufficient progress by mid-quarter to be transferred to English 1.

ENGLISH 1-2: (5 each) ENGLISH COMPOSITION AND RHETORIC

Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

ENGLISH 3-4: (5 each) ENGLISH LITERATURE

Prerequisite: English 1-2.

In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

ENGLISH 5-6: (5 each) AMERICAN LITERATURE

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

ENGLISH 7-8: (5 each) THE ENGLISH NOVEL

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

ENGLISH 9: (5) PUBLIC SPEAKING

Composition and delivery of original speeches.

ENGLISH 10: (3) TECHNICAL WRITING

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of the various types most likely to be used on the job by technicians.

ENGLISH 21: (5) ENGLISH OF BUSINESS

A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

FRENCH

FRENCH 1-2: (5 each) BEGINNERS' CONVERSATIONAL FRENCH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

FRENCH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL FRENCH

Prerequisite: French 1-2 or 2 units of high school French.

Review of grammar, composition, and conversation. Study of geography, history, customs, and culture of the French people. Conducted in French whenever advisable. Collateral reading of a French contemporary novel. Book report.

FRENCH 21: (5) READINGS IN CONTEMPORARY FRENCH LITERATURE

Prerequisite: French 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding French writers. Conducted in French as much as possible. Collateral reading of two novels. Book reports.

FRENCH 22: (5) INTRODUCTION TO FRENCH LITERARY MASTERPIECES

Prerequisite: French 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in French. Collateral reading of two French classical works. Book reports.

FRENCH C 4: (5) INTERMEDIATE PRACTICAL FRENCH CONVERSATION

Prerequisite: French 1, 2, and 3, or two years of high school French.

The student's self-expression in everyday French is gradually increased through this course. Conducted mostly in French. Collateral reading of a book. Book report.

FRENCH C 5: (5) ADVANCED PRACTICAL FRENCH CONVERSATION

Prerequisite: French C 4 or the equivalent.

Informal group conversation and dramatization based on short French texts, newspaper and magazine articles. Conducted in French. Collateral reading of a book. Book report.

FRENCH C 6: (5) ADVANCED CONVERSATION FOR PROSPECTIVE TEACHERS OF FRENCH

Prerequisite: French C 5 or the equivalent.

Informal group conversation and discussion as for French C 4 and C 5. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collaterial reading of two books. Book reports.

GEOGRAPHY

GEOGRAPHY 38: (6) INTRODUCTION TO GEOGRAPHY

Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

GEOLOGY 41: (6) PHYSICAL GEOLOGY

The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

GEOLOGY 42: (6) HISTORICAL GEOLOGY

Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

HISTORY

HISTORY 1: (5) MAN'S CIVILIZATION

A survey of the history of man from the earliest times to 1850 in Europe, in Asia, and in the Americas.

HISTORY 2: (5) CONTEMPORARY CIVILIZATION

A study of world civilization during the past century.

HISTORY 21: (5) AMERICAN HISTORY

History of the United States before 1865.

HISTORY 22: (5) AMERICAN HISTORY

History of the United States from 1865 to the present time.

INDUSTRIAL TECHNOLOGY

INDUSTRIAL TECHNOLOGY 142: (3) SALES ENGINEERING AND INDUSTRIAL PURCHASING

A study of the problems encountered in the sales field that require technical or engineering skills and knowledge in their solution. The course covers the methods and principles of industrial sales and service engineering; the nature of the purchasing function, including the art of interview and conference, sources of purchasing information, forecasting ultimate values, and reciprocity purchasing.

INDUSTRIAL TECHNOLOGY 148: (3) METHODS ENGINEERING

A study of principles and techniques used in production including batch and mass production techniques, practice in writing standard procedure, raw material specifications and manufacturing instructions. The application of the "questioning attitude" in search for better manufacturing methods and job procedures and the four-step method of job improvement are also studied.

INDUSTRIAL TECHNOLOGY 151: (3) INDUSTRIAL SAFETY

A study of the basic principles of industrial accident prevention considering the nature and extent of the accident problem. The course covers mechanical safeguards, fire prevention, occupational disease, hygiene and first aid, safety codes, compensation, safety education programs, and fundamentals of good safety organization.

INDUSTRIAL TECHNOLOGY 152: (3) MOTION AND TIME STUDY

A study of the principles of motion economy, methods of motion study and micro-motion study, use of standard data and formula construction. The course covers the fundamentals of stop watch time study; effort rating; uses of time study; and the use of synthetic systems of time study. Two lecture and two laboratory hours per week.

INDUSTRIAL TECHNOLOGY 153: (3) SUPERVISORY TRAINING

A study of line of responsibility and authority, technique of job instruction, personal leadership, technique of conducting a conference, how to produce for a profit. The subject treats problems of the supervisor as cost man, as safety man, as production man, as quality man, as personnel man, as the manager of his department.

INDUSTRIAL TECHNOLOGY 156: (3) PLANT LAYOUT

Principles of plant layout, process and flow charts, tools and aids for effective plant layouts. Problems in industrial plant design, equipment location and layout for operation, space, utilization and utility requirements. The supervisor's responsibility for building and equipment maintenance. Two lecture and two laboratory hours per week.

INDUSTRIAL TECHNOLOGY 257: (3) INDUSTRIAL ORGANIZATION AND MANAGEMENT

The student is given an overall view of the typical industrial organization, with particular emphasis on interrelationship of functions and principles of management. Efficient co-ordination and control through application of the latest developments in industrial technology are stressed. Two lecture periods and two laboratory hours per week.

MATHEMATICS

MATHEMATICS A: (0) PLANE GEOMETRY

Five hours a week.

MATHEMATICS G: (0) SOLID GEOMETRY

Five hours a week.

MATHEMATICS L: (1) LOGARITHMS AND SLIDE RULE

MATHEMATICS R: (0) INTERMEDIATE ALGEBRA

Five hours a week.

MATHEMATICS 1: (5) BUSINESS MATHEMATICS

Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

MATHEMATICS 7: (5) COLLEGE ALGEBRA

Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

MATHEMATICS 8: (5) PLANE TRIGONOMETRY

Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

MATHEMATICS 31: (5) PLANE ANALYTIC GEOMETRY

Prerequisite: Mathematics 7 and 8.

MATHEMATICS 32: (5) DIFFERENTIAL CALCULUS

Prerequisite: Mathematics 31.

MATHEMATICS 33: (5) INTEGRAL CALCULUS

Prerequisite: Mathematics 32.

MATHEMATICS 101: (5) ALGEBRA FOR ENGINEERS

Quadratic equations, the progressions, the binominal theorem, logarithms, the general theory of equations, the solution of higher equations, determinants, and partial fractions.

MATHEMATICS 102: (5) TRIGONOMETRY FOR ENGINEERS

Prerequisite: Mathematics 101.

The trigonometric functions, derivation of formulas, the solution of plane and spherical triangles, with practical applications, slide rule, complex numbers, and hyperbolic functions.

MATHEMATICS 103: (6) ANALYTICAL GEOMETRY

Prerequisite: Mathematics 102.

Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes, and surfaces.

MATHEMATICS 201: (5) CALCULUS I

Prerequisite: Mathematics 103.

Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and accelleration.

MATHEMATICS 202: (5) CALCULUS II

Prerequisite: Mathematics 201.

Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

MATHEMATICS 203: (5) CALCULUS III

Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MECHANICAL TECHNOLOGY

MECHANICAL TECHNOLOGY 139: (6) MECHANICS OF MATERIALS

This course covers the various physical properties of the common materials of industry. Structures and machines in equilibrium are considered, and internal stresses of pure compression or tension are evaluated. A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids, direct stress, properties of materials, rivited and welded joints, torsion stresses in beams, beam deflections and columns. Five lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 141: (3) MACHINE SHOP I

An introduction to general metal work, the use and care of hand tools, maintenance of tools and equipment. The work is divided into four distinct phases: machine shop, bench metal, forging, and welding. Practical projects will be chosen for each phase using the greatest number and variety of operations. Lectures will be given on the use, manufacture, material made from, of all the common hand and machine tools that are used in the shop. These lectures are correlated with the shop work so the students will have a working knowledge of the tools they are using. Six laboratory hours per week.

MECHANICAL TECHNOLOGY 142: (2) MACHINE SHOP II

Prerequisite: Mech. 141

A study of the fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, layout, and finishing. Special attention is given to cutting speeds, tool and drill grinding, and machine maintenance. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 143: (2) MACHINE SHOP III

Prerequisite: Mech. 142.

Practical work in the use of gauges, taper turning, gear cutting, square thread cutting, and types of fits. The student will complete a project in advanced machine work. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 144: (3) TOOLS AND METHODS

An introduction to metal working and industrial manufacturing. Possibilities and limitations of various machine tools are developed so student will have a basic perspective of modern efficient industrial procedure. The characteristics of different materials are discussed as well as their adaptability to various processes. Correct terminology is introduced so that the student will be able to use the language of the engineer or technician.

MECHANICAL TECHNOLOGY 145: (3) JIG AND FIXTURE DESIGN

Prerequisite: Mech. 141

A study of the factors involved in large quantity production machine processes. This course is designed to give the student a thorough knowledge of the principles, practices, tools, and commercial standards of jig and fixture design. Through lectures, visual aids, and individual project design work, the student becomes well acquainted with the many types of jigs and fixtures and their design. Throughout the course methods, cost, and safety are stressed from a practical standpoint. Two lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 146: (2) INSPECTION METHODS

Prerequisite: Mech. 141

A study of the use and care of precision inspection instruments and methods of inspection. Types and methods of inspection are compared and discussed from samples chosen from industry as a comparison.

MECHANICAL TECHNOLOGY 147: (2) GENERAL WOODWORK

An introduction to woodwork designed to give students a background of basic woodworking processes. Topics include use of hand tools, sharpening and the upkeep of tools, basic woodworking principles of design and construction. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 153: (4) METALLURGY AND HEAT TREATING

Prerequisite: Mech. 144 and Mech. 141

A study of the fundamentals of metallurgy, grain size, effect of carbon content, and hardness testing devices. Different alloys will be tested to determine the effect of heat treated. Three lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 154: (2) MACHINE DRAWING

Prerequisite: M. E. 102

A course in the drafting laboratory in drawing gears, cams, and other machine parts, technical sketching, assembly drawing of small machines and exploded view drawings. One of the objects of this course is to train the student to communicate with management through drawing. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 163: (2) PATTERN MAKING

This course is a basic study of pattern making. The student works in the lab to make different types of patterns and the various allowances, finish, and color code are co-ordinated. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 165: (3) TOOL ENGINEERING

Prerequisite: Mech. 139

A study of the applications of principles of strength and rigidity that are necessary in machine tool elements. The theory of strength of materials is put into practice in designing the assigned problems.

MECHANICAL TECHNOLOGY 167: (2) GENERAL SHEET METAL

Prerequisite: M. E. 102

Shop problems in sheet metal layouts and methods of fabrication of sheet metal. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 168: (2) WELDING

Prerequisite: Mech. 141

Fundamentals of both arc and acetylene welding. A study of the most economical methods in regards to welding time, machinability, and ductility. Safe practices in welding, types of rods, and welding symbols are also covered. Two laboratory hours per week.

MECHANICAL TECHNOLOGY 169: (2) MACHINE SKETCHING

Prerequisite: M. E. 102

A step by step procedure in freehand sketching of machine parts with pencil. Sketches are made in orthographic, isometric, and oblique projection, as well as true perspective. Dimensioning and shading of sketches are included. Use of sketching in communicating to management. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 170: (3) PRODUCTION PLANNING

Evaluation of manufacturing methods and the analysis of machining operations are covered in detail. The course is divided into the following parts: estimating, study of machining elements, and study of machining operations. Three lecture and one laboratory hour per week.

MECHANICAL TECHNOLOGY 271: (1) SEMINAR

Visiting specialists provide practical information concerning employment and opportunities as technicians. One lecture period per week.

PHILOSOPHY

PHILOSOPHY 41: (5) A SYSTEMATIC INTRODUCTION

The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

PHILOSOPHY 42: (5) THE DEVELOPMENT OF PHILOSOPHY

This course will include a survey in historical perspective of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

PHYSICS 24-25: (6 each) GENERAL PHYSICS

Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

PHYSICS 201-202-203: (5 each) ENGINEERING PHYSICS

Co-requisite: Mathematics 201.

Emphasis is placed on problem solution and engineering applications. Recitations, demonstrated lectures, problem drill, and laboratory work are coordinated to give a working knowledge of physics. Physics 201, mechanics and heat; Physics 202, sound, magnetism, and electricity; Physics 203, optics and modern physics. Four lecture and demonstration periods and two laboratory hours a week.

POLITICAL SCIENCE

POLITICAL SCIENCE 41: (5) GOVERNMENT OF THE UNITED STATES

The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

POLITICAL SCIENCE 42: (5) PROCESSES AND PROBLEMS OF GOVERNMENT IN THE UNITED STATES

Prerequisite: Political Science 41.

This course deals chiefly with the efforts made by government in the United States to solve internal public problems. It treats particularly government policies toward agriculture, labor, and business.

POLITICAL SCIENCE 51: (5) COMPARATIVE GOVERNMENT

Prerequisite: Political Science 41.

A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

POLITICAL SCIENCE 52: (5) INTERNATIONAL RELATIONS AND WORLD POLITICS

Prerequisite: Political Science 41.

The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

PSYCHOLOGY 1: (5) GENERAL PSYCHOLOGY

This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

PSYCHOLOGY 2: (5) CHILD PSYCHOLOGY

This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

PSYCHOLOGY 3: (5) SOCIAL PSYCHOLOGY

A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

PSYCHOLOGY 21: (4) APPLIED BUSINESS PSYCHOLOGY

The general purpose of this course is to develop an understanding of people. Emphasis will be placed on the psychological principles which govern man's adjustment on his job and which promote successful merchandising through advertising and through selling. Studies of the motives which urge men to work and to purchase goods and services will be stressed. The practical aims will be to show how an employee may be aided in becoming adjusted to his job and how to persuade customers to purchase goods and services and be satisfied.

RELIGION

RELIGION 1: (5) SURVEY OF THE OLD TESTAMENT

A study of the content and purpose of the Old Testament.

RELIGION 2: (5) SURVEY OF THE NEW TESTAMENT

A study of the content and purpose of the New Testament.

SOCIOLOGY

SOCIOLOGY 51: (5) INTRODUCTION TO SOCIOLOGY

This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

SOCIOLOGY 52: (5) SOCIAL PROBLEMS

The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

SOCIOLOGY 53: (5) MARRIAGE AND THE FAMILY

This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SOCIOLOGY 54: (3) HUMAN RELATIONS IN INDUSTRY

A course of training in the development of personality, ability to analyze problems involving human relations, and the development of good foundations for personnel relations. Actual cases of human relations problems in industry are studied with a view toward developing the technique of working with superiors, associates, and subordinates.

SPANISH

SPANISH 1-2: (5 each) BEGINNERS' CONVERSATIONAL SPANISH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

SPANISH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL SPANISH

Prerequisite: Spanish 1-2 or two units of high school Spanish.

Review of Spanish grammar and reading of representative Spanish novels and plays.

SPANISH 21: (5) READINGS IN CONTEMPORARY SPANISH AND SPANISH-AMERICAN LITERATURE

Prerequisite: Spanish 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers. Conducted in Spanish as much as possible. Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

SPANISH 22: (5) INTRODUCTION TO SPANISH LITERARY MASTERPIECES

Prerequisite: Spanish 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in Spanish. Collateral reading of two classical works: one Spanish and the other Latin-American.

SPANISH C 4: (5) INTERMEDIATE PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish 1, 2, and 3, or 2 years of high school Spanish.

The student's self-expression in everyday Spanish is gradually increased through this course. Conducted mostly in Spanish. Collateral reading of a book dealing with the geograpry, history, customs, and culture of the Latin-American countries. Book report.

SPANISH C 5: (5) ADVANCED PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish C 4 or the equivalent.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles. Conducted in Spanish. Collateral reading of a play or of a novel. Book report.

SPANISH C 6: (5) ADVANCED CONVERSATION FOR PROSPECTIVE TEACHERS OF SPANISH

Prerequisite: Spanish C 5 or the equivalent.

Informal group conversation and discussion as for Spanish C 4 and C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish. Conducted in Spanish. Collateral reading of two books: a play and a novel. Book reports.

ZOOLOGY

ZOOLOGY 1: (5) ANIMAL BIOLOGY

A study of the basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed. Four lecture and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

ACCOUNTING

The complete bookkeeping cycle is studied. Advanced courses will be given if there is a demand.

BLUEPRINT READING

The blueprint reading course covers the making and handling of blueprints along with the study of views, lines, sections, and symbols found on architectural, mechanical, structural, and electrical drawings.

BUSINESS MACHINES

This course, limited to ten students, will give the fundamental theory of the operations of the bookkeeping machines, dictaphones, mimeograph, mimeoscope, and the various calculators, including the comptometer.

CERAMICS

The first work in the ceramics class is directed towards the end of creating a feeling for clay itself. Then, there is pottery work in several methods with firing and glazing to complete the process. Modeling of animal and human figures, lamp bases, jewelry, as well as pottery vessels, is a part of the work. The use of plaster for making casts is also studied and practiced.

COOKING FOR TWO

Some areas to be studied in this course include: foods for two, well balanced meals, budgeting the food dollar, and marketing. Party foods and other areas will be studied depending on the interests of the class. On nights that food is prepared in class, it will serve as dinner for the students.

CREATIVE WRITING

This course offers an opportunity for persons who are interested in doing creative writing to carry on their efforts with the guidance and supervision of an instructor. The emphasis is on writing rather than on the theory of writing. The class will be conducted as a laboratory, with the student concentrating on his special interest whether it be in the field of short story, drama, radio script, or magazine article writing.

ENGLISH 1b

The course has been planned for bank employees to serve as a review of English fundamentals, such as grammar, punctuation, sentence structure. This course carries American Institute of Banking credit.

FRENCH C1-2-3

Elementary Practical French Conversation. Progressive development of the student's ability to understand and to speak easy, everyday French, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of French is required to begin this course.

FRENCH C4-5-6

Prerequisite: French C1, 2, 3, or the equivalent.

Intermediate Practical French Conversation. The student's self-expression in everyday French is gradually increased through this course, conducted mostly in French. Informal group conversation and dramatization, based on short French texts, newspaper and magazine articles. Collateral reading.

GROCER CHECKERS COURSE

Some topics to be included in the grocer checkers course are as follows: a good grocery checker, simple grocery arithmetic, the use of the cash register, the use of scales, suggested grocery checking procedures, handling of special procedures, marking and stocking merchandise, handling customer's telephone orders, and good customer relations. Upon satisfactory completion of this course the individual will receive a certificate.

HOME LANDSCAPING AND GARDENING

This practical course is intended for the homeowner who would like to learn more about the fundamentals of arrangement, planting and care of the home grounds. The lectures are supplemented by demonstrations of transplanting, pruning of shrubs and trees, proper use of fertilizer, use of mulches, and the like.

INTERNATIONAL RELATIONS

A study of world politics today and the background of political developments in the major areas of international relations. The news of today will be analyzed and used largely as a basis for class discussion.

MANAGEMENT PROBLEMS IN THE OPERATION OF A BUSINESS

The purpose of this course is to help the owners and managers of businesses to analyze and attempt to find logical solutions to some of their problems.

PAINTING

This course consists of some preliminary drawing in charcoal, pencil, and other media with the objective being an understanding of form as seen in still-life groupings, figures, and landscapes. Work in drawing in black and white is followed by use of color. After gaining basic understanding of water color technique, each person is encouraged to experiment and try many different variations in technique.

PRINCIPLES OF INVESTMENT SECURITIES

This course is designed to help foster a better understanding of the pitfalls, opportunities, and workings of the complex business of buying and selling stocks and bonds.

PUBLIC SPEAKING

This class will cover organization of speeches, impromptu speeches, parliamentary procedure, radio speaking, enunciation and voice recordation, pronunciation, and debating. In addition, individual student problems will be considered.

READING FOR BUSINESS AND PROFESSIONAL MEN AND WOMEN

A nine weeks course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture-demonstrations are combined with actual laboratory work in which each participates in tachistoscopic training, electrically accelerated reading and other modern techniques for building greater speed and comprehension in reading.

REVIEW CLASS FOR NORTH CAROLINA ENGINEERING REGISTRATION EXAMINATION

The forty-two hours of work in this course will include a review of the fundamentals of engineering.

SERVICE STATION MANAGEMENT

Six two-hour class periods are devoted to the study of the following topics: personnel management, public relations, merchandising, credit and collections, record keeping, and business law.

SHORTHAND

Approximately fifty lessons of the new Simplified Gregg Shorthand will be covered during each term.

SPANISH C1-2-3

Elementary Practical Spanish Conversation. Progressive development of the student's ability to understand and to speak easy, everyday Spanish, with special emphasis on correct pronunciation. Study of the essentials of grammar. Collateral reading of graded texts.

No previous study of Spanish is required to begin this course.

SPANISH C4-5-6

Prerequisite: Spanish C1, 2, 3 or the equivalent.

Intermediate Practical Spanish Conversation. The student's self-expression in everyday Spanish is gradually increased through this course, conducted mostly in Spanish. Informal group conversation and dramatization, based on short Spanish texts, newspaper and magazine articles. Collateral reading.

TYPEWRITING

Keyboard drills; paragraph practice; typing of short letters. Practice for accuracy and speed.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 4, 1957

BUSINESS ADMINISTRATION

Claude Ellis Davis, Jr.
Merwin Edsel Foard
Robert Reese Griffin, Jr.
Bobby Franklin Grubb
Edward Blake La Mar
John Schenck Lowe
David Kephart Molter
Billy June Reed

LIBERAL ARTS

Ralph McCall Abercrombie
Jane Anne Carmichael
Nancy Ann Fisher
Brona Jean Foster
Kenneth Rhyne Harris
Taylor McFarland Hill, Jr.
Bettie Joyce King
Charles Harold Parker
Sandra Roberts
Donald Ray Skender
Barney Louis Lisk, Jr.

ENGINEERING

Fletcher Marks Arnold
Albert Frank Bernhardt, Jr.
Fred Douglas Biddy, Jr.
Charles William Cox, Jr.
William Francis Drinkard, Jr.
Wayne Arthur Eaton
Johnnie Wyatte Hall
William Gladstone Henson, Jr.
Mumford Oydell Love, Jr.
Nalle Tennant McLeod
Jack Thomas Moore
Jackie Norman Morris
Vann Matthews Sistare
Kenneth Michael Sloop
Robert Earl Stephenson

PRE-MEDICINE

Lionel Demming Bass, Jr.
Bobby Joe Butler

PRE-DENTAL

Ralph Boyd Tennant

BUSINESS ADMINISTRATION AND ACCOUNTING (Terminal)

David Garland Merle Taylor

DISTRIBUTION (Terminal)

Charles Daniel McNeil

SOPHOMORES, 1956-1957

Alexander, David Caldwell
Alexander, Robert Spurgeon
Arnold, Fletcher Marks
Avery, Darrell Lee
Babb, Jr., James Green
Basinger, Jr., Pryde William
Bass, Jr., Lionel Demming
Beck, Donald Krist
Bell, Jr., Lamar Alton
Bernhardt, Jr., Albert Franklin
Biddy, Fred Douglas
Bishop, Howard Emmett
Burris, Jr., Roy Pearson
Butler, Bobbie Joe
Cain, James Daniel
Carmichael, Jane Anne
Caskey, Chalmers Kindrick
Cato, James Thomas
Chrisman, Mason Riley
Conrad, Holland Gaylord
Davis, Jr., Claude Ellis
Deal, III, Pinckney Gus
Dixon, James Samuel
Drinkard, Jr., William Francis
Drye, Howard Gladston
Dunn, David Oscar
Efird, Maxwell Delano
Falkenberg, Robert Carl
Fisher, Nancy Ann
Foard, Merwin Edsel
Foster, Brona Jean
Fowler, Harry Clifford
Freeman, William Herbert
Garner, James Franklin
Garrison, Jr., Herbert Gaston
Gaudet, Richard Jerome
Gibson, Roger Cromwell
Gregg, Dennis Leon
Griffin, Jr., Robert Reese
Grubb, Bobby Franklin
Haas, Joseph S. W.
Hall, Johnnie Wyatte
Hallas, William
Harmer, David Charles
Harris, Kenneth Rhyne
Hartline, James Pressly
Hasty, Jr., Raymond Thomas
Helms, Charles Franklin
Helms, Gerald Clyde
Henson, Jr., William Gladstone
Hill, Jr., Taylor McFarland
Hoyle, Jr., David William
Hudson, Jr., Edward Carlos
Johnston, Frederick Ross
Kendrick, Roger William
Kennedy, James Johnson
Kennedy, Larry Nolan
King, Bettie Joyce
Kiser, Sidney Caldwell
LaMar, Edward Blake
Lisk, Barney Louis
Love, Jr., Mumford Clydell
Lowe, John Schenck
Lowrance, III, David Wilson
McAllister, Dorothy Lyles
McCathern, Jr., Robert Eugene
McLeod, Nalle Tennant
McNeil, Charles Daniel
Matthews, Richard Douglas
Mill, II, William Harrower
Mills, Bradford Donald
Mincey, David Lawrence
Molter, David Kephart
Moore, David Lawrence
Moore, Jack Thomas
Morris, Jackie Norman
Morrow, Jimmie Vason
Newland, III, William Calhoun
Niemer, Stanford Elskamp
Oates, Roger Lee
Parker, Charles Howard
Pickard, Joseph Lee
Poole, William Knight
Presnell, Jackson Tysor
Pressley, Robert Alexander
Reid, Billy June
Roberts, Ronald Eugene
Roberts, Sandra
Russell, Robert McKee
Saxon, David Oliver
Shields, William Job
Sims, David King
Sistare, Vann Matthews
Skender, Donald Roy
Sloop, Kenneth Mitchell
Snell, Wilson Maurice
Staton, Robert Harley
Stephenson, Robert Earl
Taylor, David Garland Merle
Taylor, Ronald Sherrill
Taylor, Sara Louise
Tennant, Ralph Boyd
Wagner, William Deaton
Ward, Jr., Robert Lee
Wilson, David Ross
Winslow, Filmore Leigh
Yike, Douglas Reid

FRESHMEN, 1956-1957

Abernathy, John Edward
Adams, Reginald Lee
Adams, Ronnie Hope
Alexander, James Bigham
Allen, David Huggins
Allen, Robert Miller
Ammons, Jerry Lemont
Anderson, John Warner
Arant, John Edwin
Austin, Clarence Hampton
Autry, Gerald Lee
Avery, Charles Aubrey
Bagwell, Kerry Thomas
Baker, Connie Lloyd
Balas, John Christopher
Barnes, John Kelly
Barnes, Myron Lowell
Barnett, George Neil
Barnette, Richard McCoy
Barrett, Bobby Ray
Barrett, Peggy Marie
Barron, William Harris
Bass, Jon Michael
Bass, Thad Bernard
Baucom, Keith Brooks
Baxter, Donald Lee
Beacham, Jr., J. C.
Beaty, Thomas Vernon
Berryhill, Jack Newcomb
Best, Edward Leroy
Bickett, Edgar Porter
Biggers, Ralph Wolfe
Birmingham, Jr., Melton Smith
Blackwelder, Theo Clois
Blankenship, Malcolm Brittian
Bondurant, William Warren
Bradley, Earl Morrison
Braswell, James Neal
Braswell, Jr., Lorenzo Bruner
Brawley, Victor Arthur
Brigman, Robert Wayne
Bronsink, Robert
Brooks, Gene Adam
Brooks, Olin Eugene
Brown, Jr., Craig Thomas
Brown, Jr., Dewitt Talmadge
Brown, Harold Irvin
Bryant, Janice Marie
Bullard, Alfred H.
Bunn, Jr., Robert Glenn
Burley, Jr., John Edward
Burris, Robert Timothy
Byrd, III, Henry Carson
Calvert, William Purdy
Canady, Marvin Gene
Cann, William Everett
Carter, Douglass Jennings
Case, Mitchell Henry
Chaffin, Frances Anne
Christman, John Jay
Clayton, William Wesley
Collins, Francis Wiley
Collins, Franklin Leroy
Collins, Fred Davis, Jr.
Collins, James Perry
Collins, Wade Dalton
Conner, William Franklin
Cornelius, Thomas Brandon
Couch, Jr., Charles Graves
Cowhig, Jr., Joe William
Craig, John Wylie
Crawford, Thomas Brice
Crenshaw, William Harrison
Crockett, John Wayne
Cruse, Charles Leslie
Currie, Avery Madison
Dale, Daniel Washburn
Daly, Charles Francis
Daly, Gwen Sue
Davis, James Alexander
Davis, Jimmy Lee
Davis, Robert Lewis
Dingler, James Alford
Disher, John William
Dixon, Julius Herman
Douglas, Lloyd Irvin
Drake, Herbert F.
Drum, Jr., Dewey Lee
Dulin, Thomas Glenn
Durrance, Dorothy Davis
Dwyer, Eddie Pittman
Eagle, Vickey Reece
Earnhardt, William Holt
Eason, Baxter Neal
Eichost, William Thomas
Ellis, Jr., Solomon Rowe
Erhart, William Stacy
Evans, Bobby Coy
Farris, Alice Jane
Farris, Arthur Campbell
Faulk, John Edmund
Ferriott, Thomas Lee
Ferris, Walter Clayton
Finger, David Alton
Foard, Kenneth Baxter
Ford, Carl Spencer
Formyduval, Samuel T.
Francis, Jr., Arthur Virgil
Furman, III, Charles Manning
Furr, Guilford Earl
Galloway, Jr., William Lawson
Garmon, Albert Jerome
Garmon, David Edward
Gilland, Richard Rozzelle
Gillis, Jack Nance
Godfrey, Thomas Herbert

FRESHMEN, 1956-1957

Goley, Roy Grady
Gordon, William Elwood
Graham, Don Earl
Granville, Ben Steedly
Green, Huey Kenneth
Griffin, Frank Davis
Griffin, Thomas Edward
Grigg, Bobby Carroll
Grindle, Howard Eugene
Grubbs, Robert James
Guest, Jr., Wade Dewey
Gunter, Samuel Earl
Hammer, Allan
Hammer, Jerry Wayne
Hancock, Kenneth Maurice
Haney, Joe Frank
Hardison, Joseph W.
Hardy, Henry C.
Hare, Charles Dalton
Hargett, Shirley Inez
Harmon, David Hanley
Harmon, Samuel Durant
Harris, James Edward
Harward, Leo Frank
Helms, Charlie Lee
Helms, Jr., Conrad Claude
Helms, John Franklin
Helms, Ralph Gerald
Henderson, Marilyn Marie
Hendrix, Robert Franklin
Herndon, Claude Harris
Hicks, James Rodney
Hildreth, Claude Melvin
Hill, Robert Milton
Hill, John Eddie
Hill, Walter Everett
Hill, William Martin
Hince, Francis Anthony
Hinson, Mary Gayla
Hite, Grear Shirlock
Holder, Barney Bradford
Holder, Rufus Earnest, Jr.
Holt, James Russell
Honeycutt, Ben Richard
Hoover, Margaret Ann
Hoover, William David
Hopping, John Gregory
Howell, Leonard Maxwell
Hudspeth, Jr., William Kern
Hurst, David Werner
Hurtt, James Leland
Huskins, Thomas H.
Hutchins, Thomas Lashley
James, Esca Alton
James, Robert Dallas
Janes, William Wendell
Jarrell, Annabelle
Jenkins, George Sitton
Jetton, Roger Aaron
Johnson, Betty Jane
Johnson, David Ellsworth
Johnson, Jr., William Crayton
Johnston, Nettie Jane
Jones, Merritt Henry
Keeter, Richard Harold
Kellams, Harold Donald
Kendrick, Jake Edward
Killough, George Gladstone
Kirkpatrick, Jimmy Lawrence
Kistler, Barbara Jean
Koon, Herbert Edgar
Lamb, James Edward
Lannin, John Metts
Ledford, Ronald James
Lemmond, William Frank, Jr.
Linder, Dan Franklin
Litaker, Van Eugene
Little, Franklin Donald
Loflin, Geddie Marshall
Long, Richard Melvin
Lowman, Frank Earl
Lowtharpe, Ralph Delmar
Lyles, Richard Arlen
Lynch, Jr., Fulton Lee
Lynch, Lowell Albert
McCallum, David Franklin
McCarver, Johnny C.
McCathern, Julian Oglethorpe
McEntire, Albert Osborn
McLean, Clifford, Jr.
McLester, Frances Marlene
McMillan, Jack Harrington
McMillan, William Hannon
McRorie, Elizabeth Ann
Malone, James Isham
Manus, Albert David
Mars, George Lewis
Martin, John Wiley
Martin, Ronald Weloon
Mauldwin, Judith Annette
May, Vester Jeff
Meek, Jack Irwin
Merritt, Jr., Brevard
Metler, Jr., Don Willand
Miller, Richard Maurice
Miller, Tommy Carl
Miller, William Eugene
Mincey, Robert Winfred
Misenheimer, Clinton Brown
Moore, Earl Howard
Moore, George Henry
Moore, John D.
Moore, John Robert
Moore, Sarah Elizabeth
Morris, III, Charles Alexander
Morris, Jr., Charles Roy

FRESHMEN, 1956-1957

Morrison, Douglas Eustis
Moser, Billy Joe
Muhl, Robert Ellsworth
Murray, Donald
Neely, Charles Davis
Norman, Danny Frank
O'Brien, Richard Morris
Odom, Lawrence Calvin
Odom, Thomas Lafontine
Osborne, Charles Allen
Owens, Jerry Wayne
Owens, William Maurice, Jr.
Pappamihiel, Andrew C.
Patrick, Bruce Leval
Pease, Louis Ford
Peele, John Columbus
Peele, Paul Franklin
Pegram, Joseph Waters
Perez, Marco Antonio
Peterson, Bernard
Phillips, Raymond Woodrow
Phillips, Thomas Lee
Pittman, Jr., Robert Austin
Poole, William Davis
Pope, Rickey James
Powell, Larry Gordon
Pressman, Alan Edward
Prevatte, Ernest Marrilynne
Price, Ellie Edward
Price, Sam Kendrick
Predgen, Marvin Stanley
Proctor, Jr., John Sherrill
Purcell, Downey Carter
Query, Edward Neil
Ramey, Paul Edward
Rankin, James Robert
Reddeck, III, Thomas Joseph
Redding, III, Charles Frederick
Reynolds, Merle Elizabeth
Richardson, John Curtis
Rochelle, Jr., Dennis Estol
Rozzelle, Alma Janet
Russell, David Edward
Rust, Vaughn Joel
Rutledge, Thomas Wilson
Schachner, Jr., Paul Godfrey
Schrimsher, Jr., Virgil Thomas
Seagle, Johnnie Ann
Seamon, Lillian Pearl
Sellers, Nolan Sterling
Shue, James Richard
Shumate, James Ronald
Simon, John Flynn
Simpson, William Dean
Smith, Ben Wofford
Smith, Donnie Allen
Smith, Velton
Smith, Jr., Lonnie William
Spruill, Crosby Lane
Spurrier, Julia McManus
Steele, Joe Edward
Steele, Robert Leak
Stewart, Billy Wayne
Stokes, Hazel Von
Stone, Jr., Elmer Burkett
Stutts, Carey Alfred
Swaringen, Philip Rae
Tarlton, Bartley Lloyd
Thompson, Grady Odell
Thompson, William Ulysses
Thornhill, Jr., Archibald James
Trimble, William Roger
Tsangarides, Arthur
Tucker, Kenneth Earl
Turner, Wade Edward
Varner, James McKinley
Vestal, Walter Willis
Wagstaff, Jr., Robert Lee
Walker, Thomas Duncan
Wallace, Jacob Lightsey
Wallace, John Wilse
Wallace, Robert Lee
Warner, Sidney Brian
Watts, Ronald Carl
Wellman, Wayne Kenneth
Wells, Jr., Edward Deroy
Wike, Earl Neal
Williams, James Larry
Williams, Norman Eugene
Wilson, Terry Scott
Winchester, Albert Douglas
Woods, Edward Lafayette
Wright, Jr., Edgar Evans
Yandle, Bobby G.
Young, Edwin Thomas
Young, Loretta Ann
Youngblood, John Frank
Yount, Cecil Edward

UNCLASSIFIED COLLEGE GRADE

Alexander, Jack L.
Alexander, William M.
Atkinson, John H.
Beatty, Marie
Benjamin, Eunice
Berry, Sybil Cook
Biles, Earl Fry
Bogale, Louise
Bollinger, Romas Kelly
Coleman, Betty
Costner, Rosena H.
Cox, Oley L.
Cruse, Goldia
Cunningham, Hazel R. Jr.
Davis, Burt Sparling Jr.
Driscoll, Richard H.
Driscoll, Robert William
Fisher, Beverly
Fortune, Ruth N.
Gaffney, Dale
Gallant, Charles William Jr.
Gant, John H.
Garner, Hazel
Goodwin, Florence
Haughton, Polly
Hill, Kenneth H.
Hutto, Mabel
Jones, Ray McMillan
Knowlton, Herbert W.
Lybrand, James A. Jr.
McCreary, Homer G.
McGrath, Anne
McLurkin, Pauline G.
Mayfield, Brooks
Mayse, Dorothy
Miller, Sara Kathryn
Mitchell, Joe Dale
Morris, Bobby M.
Parrish, Ruth
Perry, Sidney A. Jr.
Peterson, Walter Bates
Poovey, Charles Earl
Quinn, Evelyn
Ragan, John E.
Rankin, John Bradshaw
Reitz, Victor L. Jr.
Reynolds, Martha
Robinson, Gerald K.
Scism, Betty
Seagle, Edgar Franklin
Seltzer, Jean
Short, Herbert Paul
Smith, Nan
Strickland, Clifford Reeks
Swerdloff, Jack C.
Todd, Carl W.
Travis, Ernest Hampton
Vanderbury, Anne
Wiggins, Mildred S.
Wyche, Carolyne W.
Zilkanich, Stanley

HONORS AND AWARDS 1956-1957

ALTRUSA AWARD

Mary Gayla Hinson

BILL MITCHELL AWARDS

Billy June Reid
David Garland Merle Taylor

BONNIE E. CONE AWARD

Filmore Leigh Winslow

CHARLOTTE ASSOCIATION OF INSURANCE WOMEN'S AWARD

Sarah Elizabeth Moore

COMMENCEMENT MARSHALS

Filmore Leigh Winslow, Chief Marshal
James Rodney Hicks
Mary Gayla Hinson
Jerry Wayne Owens
Archibald James Thornhill
William Deaton Wagner
Jacob Lightsey Wallace

MATHEMATICS ACHIEVEMENT AWARD

Jerry Wayne Owens

PAN HELLENIC AWARD

Ann McRorie

PROFESSIONAL ENGINEERS' AWARDS

William Deaton Wagner
Jacob Lightsey Wallace

SIGMA LAMBDA CHI AWARD

Charles Bogard Wyatt

SUMMARY OF STUDENT ENROLLMENT FOR 1957-1958

Sophomores		107
Freshmen		330
Unclassified College Grade		61
Summer Session		171
Adult Education		238
Adult Reading Improvement	33	
Conversational French	8	
Conversational Spanish	24	
Flight Operations	17	
Grocery Checking	19	
Home Landscaping and Gardening	9	
Management Problems in the Operation of a Business	45	
Mathematics 101	8	
Review for North Carolina Engineering Registration Examination	75	
	238	
Total Enrollment		907

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Admission granted____________________

Application for Admission to Charlotte College

for ________________________ Quarter, 19____

This form must be filled out fully and accurately and submitted to the Registrar, Charlotte College, Charlotte, N. C.

NAME Mr. / Miss / Mrs. ____________ (Last) ____________ (First) ____________ (Middle) Race____________

Address ________________________ (Street or R.F.D.) Phone____________

________________________ (Post Office) ____________ (State)

1. Place of birth____________________ Date of birth____________
2. If not a native of North Carolina, when did you become a resident?

   ____
3. Name of father, mother, or guardian________________________
4. If married and living with husband (or wife) give his (or her) name

   ____
5. Do you have children?____________ If so, give number, sex, and age

   ____
6. Church membership?__________________ If not a church member, denomination preferred________________________
7. High school and other colleges attended:

	Name of School	Location	Dates of attendance	Graduation
(1)				
(2)				

8. If you are not a high (or prep) school graduate, how many college entrance units can you present?____________. What was last year you were in school? ____________. (Before you may be admitted the complete transcript of all high school and college work must be submitted to the college office.)
9. Are you a veteran?____________. If so, have you applied for a Certificate of Eligibility from the Veterans Administration?__________________ (Form 7-1950, application for Certificate of Eligibility, may be secured directly from the Veterans Administration in Winston-Salem, N. C., or from the local Training Office of the V.A. This form must be filed with the V.A. prior to registration.)
10. List any extra-curricular activities in which you engaged while attending high (or prep) school______________________________
11. Do you plan to complete the work for a college degree?____________ At what institution?______________________________
12. Course desired (Liberal Arts, Business Administration, etc.)____________

    ____
13. Have you decided on a life's work?____________ If so, what?____________

Signature______________________________ Date__________________

CHARLOTTE COLLEGE

CHARLOTTE, NORTH CAROLINA

CATALOG

1958 - 1959

1949

CHARLOTTE COLLEGE

CHARLOTTE, NORTH CAROLINA

A Two-Year Junior College
Accredited by
The Southern Association of
Colleges and Secondary
Schools

Member of
Southern Association of
Junior Colleges
American Association of
Junior Colleges

1958

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

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26	27	28	29	30	31	

NOVEMBER

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23	24	25	26	27	28	29
30						

DECEMBER

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28	29	30	31			

1959

JANUARY

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18	19	20	21	22	23	24
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FEBRUARY

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15	16	17	18	19	20	21
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MARCH

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

JULY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	29	29
30	31					

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CALENDAR OF EVENTS—1958-1959

FALL QUARTER, 1958

September 17-22	Orientation and Testing of New Students
September 23	Registration
September 24	First Day of Classes
November 26-30	Thanksgiving Recess
December 15	Last Day of Classes
December 16-18	Final Examinations
December 19	Christmas Vacation

WINTER QUARTER, 1959

December 18	Orientation and Testing of New Students
January 2	Registration of New Students
January 5	First Day of Classes
March 13	Last Day of Classes
March 16-18	Final Examinations

SPRING QUARTER, 1959

March 18	Orientation and Testing of New Students
March 20	Registration of New Students
March 23	First Day of Classes
March 27-30	Easter Vacation
June 2	Last Day of Classes
June 3-5	Final Examinations
June 7-8	Graduation Exercises

SUMMER SESSION, 1959

First Summer Term

June 5	Orientation and Testing of New Students
June 9	Registration
June 10	First Day of Classes
July 14	Last Day of Classes
July 15-16	Final Examinations

Second Summer Term

July 16	Orientation and Testing of New Students
July 17	Registration
July 20	First Day of Classes
August 21	Last Day of Classes
August 24-25	Final Examinations

ADMINISTRATIVE ROSTER FOR 1957-1958

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, *Chairman*

G. D. Aitken
Albert L. Bechtold
Richard H. Brown
J. P. Hobson
Ben S. Horack
Ben F. Huntley

ADVISORY COMMITTEE

J. Murrey Atkins, *Chairman*

Glen Coan
Mrs. Julian P. Creighton
C. W. Gilchrist
Dr. George D. Heaton
Ben F. Huntley
W. A. Kennedy
John Paul Lucas
Addison H. Reese
Sheldon P. Smith
Richard L. Young

BOARD OF TRUSTEES OF CHARLOTTE COMMUNITY COLLEGE SYSTEM

May 12, 1958

J. Murrey Atkins, *Chairman*
Dr. E. A. Beaty
Thomas M. Belk
Linn D. Garibaldi
John Paul Lucas
John A. McRae
Cecil Prince
Addison H. Reese
Oliver Rowe
Sheldon P. Smith
R. L. Taylor
Dr. Thomas Watkins, Sr.

Dr. E. H. Garinger, *Secretary*

OFFICERS OF ADMINISTRATION

Dr. E. H. Garinger	*Superintendent*
Bonnie E. Cone	*Director*
Harper Higgins	*Registrar*
Mildred English	*Director of Student Personnel, Treasurer*
Mrs. Hazel B. Mullins	*Secretary*
Omega Stafford	*Secretary*

FACULTY 1957-1958

Andrews, Deck W. . . . . *Accounting*

A.A., Lees McRae College
A.B., Wofford College
M.S.B.A., University of Georgia

Arthur, Frank T. . . . . *Pattern Making*

Baker, Evelyn . . . . . *English*

A.B., Winthrop College
A.M., Duke University

Barton, Easley B. . . . . *Fields and Circuits*

B.E.E., Clemson College

Bryan, Emmett W., Jr. . . . . *Engineering Graphics*

B.M.E., Georgia Institute of Technology

Church, Wayne C. . . . . *Mathematics*

B.S., M.A., Appalachian State Teachers College

Cone, Bonnie E. . . . . *Mathematics*

B.S., Coker College
A.M., Duke University

Corkey, William B. H. . . . . *Philosophy*

B.A., Queens University, Ireland

Darholt, Jerome O. . . . . *Engineering Graphics*

B.M.E., North Carolina State College

Denny, Mary R. . . . . *English*

A.B., Salem College
A.M., Duke University

English, Mildred E. . . . . *Director of Student Personnel*

B.S., Richmond Professional Institute
M.A., Syracuse University

Fore, Mary S. . . . . *English*

A.B., Winthrop College
A.M., Columbia University

Freeman, Gordon Q. . . . . *English*

A.B., Queens College

Funderburk, William H. . . . . *Surveying*

B.C.E., North Carolina State College

Gaar, Fielding S. . . . . *Chemistry*

B.S., University of Virginia

Gardner,, Marvin E. . . . . *Electrical Circuits*

B.S.E.E., University of South Carolina

Garner, Alton L. . . . . *Mathematics*

B.S., North Carolina State College

Gillett, Rupert . . . . . *English*

A.B., M.A., University of Texas

Green, Philip J. . . . . *History*

A.B., M.A., University of Alabama
Ph.D., University of Chicago

Groom, John W., Jr. . . . . *Engineering Graphics*

Halstead, W. R. . . . . *Electronics*
B.E.E., Georgia Institute of Technology

Hamrick, Bryan A., Jr. . . . . *Statics*
B.S., North Carolina State College

Harrison, Jane . . . . *Business Education*
A.B., Randolph-Macon College
M.B.A., Indiana University

Hechenbleikner, Herbert . . . . *Botany, Zoology, and Geology*
A.B., University of North Carolina
A.M., Ph.D., Harvard University

Higgins, Harper T., Jr. . . . . *Business Education*
B.S., Presbyterian College
M.Ed., University of North Carolina

Hoyle, Frances B. . . . . *Spanish*
A.B., Woman's College, University of North Carolina
A.M., New York University

Hoyle, Hughes B. . . . . *Mathematics*
A.B., A.M., University of North Carolina

Hutchison, Louise . . . . *Mathematics*
A.B., Winthrop College

Jenkins, Eleanor L. . . . . *Mathematics*
A.B., Queens College
M.A., University of North Carolina

Lafferty, Oma C. . . . . *Sociology*
B.A., Tulane University
M.A., University of Chicago

Littlejohn, David H. . . . . *Spanish*
B.A., University of North Carolina

McKinnon, Walter H. . . . . *Fields and Circuits*
B.E.E., North Carolina State College

Macy, Pierre . . . . *French, Spanish*
A.B., University of Nancy
M.A., University of Dijon
Ph.D., University of Paris

Markham, Eleanor . . . . *Mathematics*
A.B., A.M., Duke University

Morrison, Mildred W. . . . . *Coordinator of Libraries*
A.B., Hollins College
B.L.S.. Pratt Institute

Norman, John H. . . . . *Chemistry*
A.B., Erskine College
M.A., University of North Carolina

Prime, George E. . . . . *Chemistry*
B.S., M.S., University of Rhode Island

Raney, Ruth L. . . . . *Distribution*
B.S., Ohio University
M.L., University of Pittsburgh

Riggsbee, Gayle H. . . . . *Machine Shop*
A.S., Southern Technical Institute

Rogers, Hortense . . . . *Mathematics*
A.B., Winthrop College
M.A., Birmingham Southern College

Russell, Luther O., Jr. . . . . *Engineering Drawing*
B.S.M.E., Duke University

Scherger, Mozelle S. . . . . *Librarian*
B.S., Appalachian State Teachers College
B.S., University of North Carolina

Sinclair, Kenneth C. . . . . *Woodworking*
B.S. M.A., Western Kentucky State College

Sitton, Fred . . . . *Public Speaking*
B.A., M.A., Texas Western College
B.F.A.. University of Texas

Slatt, Allan T. . . . . *Engineering Graphics*
B.S.M.E., Purdue University

Smith, John F. . . . . *Mathematics*
A.B., M.A., Furman University

Sweet, Ann Van . . . . *Mathematics*
A.B.. Salem College
M.A., University of Columbia

Swofford, Clyde . . . . *Mathematics*
A.B., Wake Forest College

Thorne, Albert M. . . . . *Chemistry*
B.S., Leigh University

Thornton, Sam M. . . . . *Psychology*
B.A., University of Dayton
M.A., Ohio University

Tinkham, Mark F. . . . . *Physics*
A.B., M.Ed., University of North Carolina

Watson, Flora Mae . . . . *Mathematics*
A.B., Winthrop College

Wheelock, John G. . . . . *Business Law, Economics*
L.L.B., Northwestern University Law School

Winningham, Edyth. F. . . . . *History and Political Science*
A.B., University of North Dakota
A.M., University of North Carolina

Woodruff, Harvey L. . . . . *Choral Director*
B.S., New York University
M.A., Teachers College

COMMITTEES OF THE FACULTY

ADMINISTRATIVE

Miss Cone, *Chairman*

Miss Denny
Miss English
Mr. Higgins
Mrs. Winningham

ADMISSIONS

Mr. Higgins, *Chairman*

Miss Cone
Miss Denny
Miss English
Dr. Macy
Miss Raney

ALUMNI

Mrs. Hoyle, *Chairman*

Miss Denny
Miss Markham
Mrs. Winningham
Mr. Norman
Mr. Tinkham

COMMENCEMENT

Miss Denny, *Chairman*

Mr. Higgins
Mrs. Hoyle
Mr. Woodruff
Dr. Macy
Mr. Tinkham

CONCERTS, LECTURES, AND PROGRAMS

Dr. Macy, *Chairman*

Miss English
Miss Fore
Dr. Green
Mr. Tinkham
Mrs. Winningham
Mr. Woodruff

COUNSELING

Mr. Tinkham, *Chairman*
Miss English, *Co-Chairman*

Miss Baker
Miss Cone
Miss Denny
Miss Fore
Dr. Hechenbleikner
Mr. Higgins
Mrs. Hoyle
Dr. Macy
Miss Markham
Mr. Norman
Miss Raney
Mrs. Winningham

CURRICULUM

Mr. Norman, *Chairman*

Miss Baker
Mr. Barton
Miss Cone
Mr. Darholt
Miss Denny
Miss Fore
Dr. Hechenbleikner
Mr. Higgins
Mrs. Hoyle
Dr. Macy
Miss Markham
Mr. McKinnon
Miss Raney
Mr. Russell
Mr. Tinkham
Mrs. Winningham

LIBRARY

Mrs. Scherger, *Chairman*

Miss Fore
Dr. Hechenbleikner
Mr. Norman
Dr. Macy
Mrs. Plybon

PUBLIC RELATIONS

Mr. Higgins, *Chairman*

Miss English
Miss Fore
Dr. Macy
Miss Raney

PUBLICATIONS

Miss Baker, *Chairman*

Miss Denny
Miss English
Mr. Gillett
Mr. Higgins
Miss Fore

SCHOLARSHIPS AND AWARDS

Miss Fore, *Chairman*

Miss Cone
Miss Denny
Miss English
Miss Raney

STUDENT GOVERNMENT

Mrs. Winningham, *Chairman*

Miss English
Dr. Macy
Miss Raney

SOCIAL ACTIVITIES

Miss Raney, *Chairman*

Miss English
Dr. Macy
Miss Markham
Mr. Woodruff

GENERAL INFORMATION

OBJECTIVES OF THE COLLEGE

Charlotte College desires to serve the individual and the community by providing for young people and adults education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency and for admission to senior college or university and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are threefold:

1. Preparation for further academic or pre-professional study in a four-year college or university through the two years of college work in most major fields.
2. Preparation for immediate employment through the two-year courses in business and technical education.
3. Further education for employed adults who desire increased occupational competency or personal growth through organized study in vocational and general education.

HISTORY

In the summer of 1946 when North Carolina colleges anticipated an unprecedented increase in enrollment because of returning veterans, the North Carolina College Conference and the State Department of Public Instruction decided to sponsor college centers to provide for first-year college work in Charlotte and in eleven other communities in this state. In 1946-1947 the Charlotte College Center was the largest in the state. With the addition of second-year college work in the fall of 1947, the enrollment of the Charlotte College Center reached 304, making it larger than all the other college centers combined.

Because the North Carolina College Conference felt that the emergency in education was over in 1949, the Conference voted to discontinue its sponsorship of the college centers after June 1949. However, the large enrollment maintained throughout 1948-1949, indicative of the continued need of such an institution in Charlotte, prompted the Board of School Commissioners to take measures to provide for a permanent college. At the request of the Charlotte Board of School Commissioners, a bill providing for the continuation of the Charlotte College Center as a permanent community college was passed by the 1949 session of the General Assembly. This bill authorizes the Board of School Commissioners to administer the college as a part of the public school system and to finance the institution by charging the students tuition. At the outset any additional finances which were needed were to be provided from non-tax monies. In the event that these funds proved to be insufficient, the measure authorized a special election to provide a tax of not more than five cents on the $100. Since it had been apparent for some time that the available income was inade-

quate, a special tax election was held and passed by the electorate of the city of Charlotte on May 18, 1954. The passage of this election provided a two cents tax on the $100 property valuation for the Charlotte Community College System of which Charlotte College is a part. In 1955 the General Assembly of North Carolina made the first appropriation for support of Charlotte College.

The two cents city levy voted in 1954 was eliminated on April 26, 1958, when citizens of Charlotte and Mecklenburg County voted a two cents tax on the $100 property valuation in Mecklenburg County for the support of the Charlotte Community College system. This officially brought the college under the North Carolina Community College system and gave it its first Board of Trustees.

In the 1957-1958 session, the ninth year under local sponsorship, Charlotte College reached a total enrollment of 1154 individuals, including 276 students in non-college credit courses and 878 in regular college classes. The college has a faculty of 54 full or part-time instructors.

LOCATION

Charlotte College is located in the city of Charlotte in Mecklenburg County, North Carolina. With a population of 164,000, Charlotte serves as the center of commerce, industry, and culture of an area of twenty-four counties.

Classes are held in the Central High School buildings located at the corner of Elizabeth Avenue and Cecil Street, less than a mile from the center of the city. The Charlotte College office is located on the main floor of the building at 221 North Cecil Street.

LIBRARY FACILITIES

The library, which is shared jointly by Central High School and Charlotte College, contains approximately 19,339 volumes and 133 periodicals. Of this number 6,372 volumes and 51 periodicals are owned by the college. A trained librarian with college student assistants has charge of the library.

The Charlotte Public Library, which consists of one main and nine city-county branches, also has available approximately 200,000 volumes. Students find these facilities convenient and are encouraged to use these advantages at every opportunity.

COUNSELING

The college provides counseling service for all students through the work of counselors from the faculty and administrative staff. Each student is assigned to a member of the faculty in his particular field of interest. The faculty counselor helps the student to arrange his courses for the first two years. Before registration for each quarter is completed, the proposed program of study of each student must have the approval of his faculty counselor, and all subsequent changes in program must be made through the counselor. The director, the registrar, and the director of student personnel are also available to help the student with his academic and personal problems.

MEMBERSHIP AND ACCREDITATION

Charlotte College is a member of the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges. It is accredited by the Southern Association of Colleges and Secondary Schools.

Credits earned at Charlotte College in curricula leading to degrees are transferable to senior colleges and universities.

VETERANS EDUCATION

Charlotte College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provision of Public Law 894 (Federal Educational Rehabilitation Program), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of fourteen quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the college office. Technical questions relating to the Veterans Administration are referred to the Charlotte Office of the Veterans Administration, which is located at 127 West Seventh Street.

Before the time of registration, each veteran who wishes to enter Charlotte College should do the following:

1. File at the college office the following:
    (a) Application for admission completely filled out.
    (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training program, also, records of courses taken by correspondence through the United States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Charlotte College.
2. Make application through the local Veterans Administration Office for a Certificate of Eligibility and Entitlement, or, if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

Veterans in training under Public Law 894 or 550 will receive an education and training allowance each month from the Government to meet part of the expenses of their training and living costs. Tuition, fees, books, supplies, and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certification from both the veteran and Charlotte College that he was enrolled in and was pursuing his course during that period.

A veteran attending Charlotte College is required to maintain satisfactory academic achievement and attendance.

EDUCATION FOR VOCATIONALLY HANDICAPPED

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone FRanklin 5-8686.

EMPLOYMENT SERVICE

The college offers employment service to assist students in securing part-time or full-time employment during their enrollment at Charlotte College. Special attention is given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the college office.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

It is the policy of Charlotte College to encourage and develop self government of the students. Student government was organized in 1946, the first year of the Charlotte College Center, and has continued to function since that time.

The Student Government Council is composed of the president, vice-president, secretary, and treasurer of the Student Body; the president, vice-president, and secretary-treasurer of the sophomore class; the president, vice-president, and secretary-treasurer of the freshman class; the chairmen of standing committees; and the elected publication officers. The functions of these school officers include serving the student body in every possible way, forming certain committees vital to the student government program, and formulating with the approval of the students and faculty, certain school policies.

ATHLETICS

The athletic program is at present confined to basketball. Each year the "Charlotte College Owls" are organized under the direction of the college basketball coach, and games are scheduled to be played against other teams of equal rank. Additional sports will be added to the program as college enrollment and student interest indicate the need for them.

RECREATION

Various programs of recreation and entertainment are planned and carried out by the students under faculty supervision. Formal and informal dances are held during holidays and other special occasions throughout the year. Other programs which attract major interest and participation include coffee-hours, picnics, and receptions. Additional recreational activities are sponsored at the suggestion of the student body.

DRAMATICS

Classes and workshops in dramatics will be provided according to student interest. Emphasis is placed on the speech training of individual students and group work in various phases of theatre work—acting, lighting, scenery, and make-up.

PUBLICATIONS

Literary Magazine

Owl Tracts, the literary magazine, is published by the members of the Writers Club under the supervision of the English Department. This annual publication was first issued in the spring of 1957 and has as an aim the promotion of interest in good writing. The broad scope of subject matter gives an interesting presentation of student opinion and sentiment.

Newspaper

To provide information for all persons interested in Charlotte College, the students publish a newspaper, the Charlotte Collegian.

The purposes of the newspaper are to create a wholesome school spirit, to support the best traditions of the institution which it represents, to encourage worthy school activities, to promote scholarship, to encourage the ideals of true sportsmanship, and to record the history of the school.

Yearbook

Charlotte College's yearbook, Si Si, was first published in the spring of 1950. Since that time it has greatly increased in size and student interest. The purpose of the yearbook is to present a written and pictorial record of each college year. This publication is supported through local subscriptions along with the Yearbook Fee, a part of the Student Activity Fee. Every student who pays this fee is entitled to a copy of Si Si.

ORGANIZATIONS

Academic

The *Discussion Club* is an educational club whose membership is open to all students who are interested in discussing questions of public affairs. The purpose of this club is to provide an opportunity for developing discussion and leadership techniques.

Le Cercle Francais, the French Club, is composed of members of the French classes who are interested in informal group study in the history, customs, and culture of the French people. Conversing in French helps the members of the club to acquire a mastery of the language.

The *Spanish Club* is open to all Charlotte College students interested in the Spanish language. Social and educational activities are carried out for the purpose of increasing the students' knowledge of the Spanish speaking countries.

The purpose of the Charlotte College Chapter of *Future Teachers of America* is to inform students of the possibilities offered in the field of education, to help them plan their courses of study, and to give them insight into the actual teaching situation. An attempt is made, also, to direct the interest of others toward the teaching profession.

The *College Council on United Nations* seeks through discussion groups and inter-campus meetings to gain an understanding of the activities of the United Nations and of the problems facing its member nations.

Advisory

The *Freshman Advisory Committee* was established at Charlotte College during the fall quarter, 1957. There is a dual purpose for this committee: to orient new students in the ways of Charlotte College and to assist the faculty advisers in guiding their students.

Honorary

Phi Theta Kappa is a national honorary scholastic society whose object is to promote scholarship, to develop character, and to cultivate fellowship among students in the junior colleges of America. The Charlotte College chapter, Iota Lambda was established in May, 1957. Students who display good moral character and, at the time of election, are within the scholastic upper ten per cent of the regularly enrolled student body are normally eligible for membership.

Sigma Tau Sigma is the national honor fraternity recognizing excellence in social science. The Charlotte College chapter, Alpha, was established in May, 1957, and is open to students displaying interest and achievement in the social sciences.

Literary

The *Writers' Club* has as its purpose the discovering and developing of talent sufficient to provide a genuine support toward the production of a literary magazine. Membership is by invitation which is issued on the basis of interest and ability and with the consent of all members.

Musical

The *Charlotte College Chorus,* which was re-organized in 1956, has added much to the atmosphere of the school. The members of this group meet weekly with a dual purpose of enjoying singing together and improving their musical abilities. Under the leadership of a choral director, the Chorus furnishes musical programs for special events during the year. One quarter hour of credit may be obtained for each quarter of participation.

Publicity

The purpose of the *Radio Workshop* of Charlotte College is to present public programs of interest to the general public. The programs, presented by the students of Charlotte College in cooperation with radio station WBT, are concerned mainly with the activities and devlopments of Charlotte College.

Religious

Through the study of the Bible, the *Charlotte College Christian Fellowship* aims to enrich and deepen the reality of faith in Christ for each student who participates in the activities of the group.

GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION

For Freshman Standing

Formal application for admission to freshman standing is made by submitting (1) personal data called for on an application form which may be obtained from Charlotte College office; and (2) satisfactory high school or preparatory school achievement. Such achievement is indicated by (a) the completion of an accredited four-year high school or preparatory school course, or its equivalent, which ordinarily means graduation; (b) sixteen acceptable units; (c) satisfactory scores on college entrance examinations.

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 units
Algebra (one and one-half years)	1½ units
Plane geometry (one year)	1 unit
Foreign language (two years in one language)	2 units
Social science (United States History)	1 unit
Natural science (one year with laboratory)	1 unit
Electives	5½ units

If the student plans to enter the North Carolina State College of Agriculture and Engineering of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English (four years)	4 units
History (one year, United States or equivalent)	1 unit
Algebra (one and one-half years)	1½ units
Plane geometry (one year)	1 unit
Solid geometry (one-half year)	½ unit
(Required only for School of Engineering and Agricultural Engineering)	
Science (one year)	1 unit
Electives	7 units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

If a student enters with deficiencies in foreign language or mathematics, he may remove these deficiencies by taking prescribed courses.

The entrance examinations required are either (1) achievement and aptitude tests administered by the College, or (2) the Scholastic Aptitude Section of the College Entrance Examination.

The schedule for the tests administered by the College is given in the Calendar of Events listed on page 4.

Applicants who plan to take the Scholastic Aptitude Section of the College Entrance Examination should write directly to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey, requesting an official test application form. An information booklet giving full details about testing dates and places, and sample test questions will also be furnished.

Beginning in September, 1959, all candidates for admission will be required to present satisfactory scores on the Scholastic Aptitude Section of the College Entrance Examination.

For Advanced Standing

For advanced standing, application is made by submitting (1) personal data called for on an application form, (2) a transcript of all former college work, and (3) acceptable results of college entrance examinations. If such results are not available, the transfer student will be required to take the college entrance examinations given to all entering freshmen. See page 4.

A student who has completed two years of college work and wishes to take other required first or second year courses is termed an "Unclassified College Grade" student. In addition to meeting the requirements for advanced standing, such a student must also present a letter of permission from the senior institution to which he expects to transfer the credits earned at Charlotte College.

For Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take without credit any college course for which they are prepared. Grades thus earned will be recorded but not transferred because they carry no credit toward graduation.

For Auditors

Students who wish to audit courses must register through the College office. Auditors receive no credit and are not required to attend classes, participate in class discussion, or take tests and examinations.

READMISSION REQUIREMENTS

The college reserves the right to declare a student ineligible to return if his grades do not indicate satisfactory progress.

REGISTRATION

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses of not less than fifteen quarter hours constitute a full college load, but a student may register for less work. For students who maintain a "B" average, special permission may be obtained from the registrar to take an additional course.

EXPENSES

Tuition

The tuition fee is four dollars ($4.00) per quarter hour credit for residents of North Carolina and eight dollars ($8.00) per quarter hour credit for non-residents. The trustees have ruled that a student whose supporting parent (or guardian) has not been a *bona fide* resident of the State of North Carolina for more than six months immediately preceding the day of his first enrollment in the institution shall be termed an out-of-state student with the following exceptions:

(1) A student over twenty-one years of age at the time of his first matriculation who has resided in North Carolina for more than one year other than by virtue of attendance at another college or temporary military assignment, preceding the day of his first enrollment.

(2) A student whose supporting parent is a regular employee of the Federal Government stationed in the State of North Carolina.

(3) A student whose supporting parent is a regular employee of the Federal Government who is employed outside of the State, but who through law is permitted to retain his North Carolina citizenship.

The furnishing of incomplete or incorrect information regarding residence may result in the student's dismissal from college. The Registration Office determines each student's residence status on the basis of existing information and interpretation of regulations.

Registration

A registration fee of five dollars ($5.00) will be charged each quarter.

Late Registration

A fee of five dollars ($5.00) will be charged for students registering after the designated registration day each quarter.

Laboratory Fees

Each student taking a laboratory course must pay, in addition to tuition, a fee to help cover the cost of conducting laboratory experiments. The courses carrying the $5.00 laboratory fee are as follows:

Business Administration 1, 21, 22
Botany 1, 41
Chemistry 1, 2
E.T. 111, 112
E.T. 121
E.T. 131
E.T. 141
E.T. 222
E.T. 232, 233
E.T. 242, 243
E.T. 251, 252, 253
E.T. 261, 262, 263
E.T. 271, 272, 273, 274
E.T. 281, 282, 283
E.T. 291
Geography 38
Geology 41, 42
I.T. 233
M.T. 213, 215
Physics 24, 25
Physics 201, 202, 203
Zoology 1

The courses carrying the $10.00 laboratory fee are as follows:

Chemistry 31, 41, 42
M.E. 101, 102, 103
E.E. 201, 202, 203
E.T. 275
M.T. 121, 122
M.T. 131
M.T. 223, 224, 225
M.T. 232
M.T. 241, 242

The courses carrying the $15.00 laboratory fee are as follows:
C.E. 201, 202, 203

Student Activity Fee

The basic student activity fee of four dollars ($4.00) a quarter is charged each student. This entitles the student to admission to all college athletic contests, to all dramatic productions, to all other entertainments sponsored by the college, and to a subscription to the college newspaper. The yearbook fee of three and one-half dollars ($3.50) is required of each student upon his entrance for the fall or the winter quarter.

Graduation Fee

All members of the graduating class will pay the graduation fee of six dollars ($6.00) at the beginning of the spring quarter of the year of expected graduation. This fee covers the cost of the diploma and the rental of cap and gown.

Books and Supplies

The estimated average cost of books and supplies per quarter is thirty dollars ($30.00), except that an additional estimated fifty dollars ($50.00) is payable for students pursuing an engineering course to provide for drawing instruments, slide rule, and other related equipment, required and payable only once during the pursuit of an engineering course.

Payment of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Charlotte College.

Refunds

The registration fee is not refundable.

In case of withdrawal during the quarter the following refund schedule applies:

Period of Enrollment Counted from Day of Registration	Percent of Tuition and Fees Refunded
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

SCHOLARSHIPS

Friends of Charlotte College have provided a number of scholarships for worthy students who can show definite need for such aid. These scholarships are to be allotted in quarterly payments. Payments after the first and each succeeding quarter are contingent upon the scholarship recipient's maintenance of a satisfactory record for the preceding quarter.

1. One Charlotte College Tuition Scholarship of $500.00 for the freshman and sophomore years.
2. Six Charlotte College Tuition Scholarships of $250.00 each to be awarded annually to a member of the graduating class from each of the senior high schools in Charlotte and in Mecklenburg County.
3. Two Charlotte College Tuition Scholarships of $250.00 each to a high school graduate from any of the surrounding counties.
4. One Charlotte College Tuition Scholarship of $150.00 to be awarded annually.
5. Two Charlotte College Tuition Scholarships of $75.00 each to be awarded annually.

AWARDS

Altrusa Award of $150.00 is awarded annually to a freshman student who has shown outstanding scholastic attainment and a loyal spirit of cooperation in college activities.

Bonnie E. Cone Award of $150.00 is awarded to a freshman student who has demonstrated fine college spirit and made a significant contribution to college life.

The Bill Mitchell Award is awarded annually to two students of the graduating class who have shown outstanding qualities of scholarship and leadership and maintained an attitute of unselfish interest in the welfare of their fellow-students and of the college as a whole.

SPECIAL AWARDS FOR 1958-1959

The Piedmont Chapter of the North Carolina Professional Engineering Society is awarding two scholarships of $250.00 each to outstanding students in the second year of engineering and two scholarships of $250.00 each to outstanding students in the technical terminal division.

The Insurance Women of Charlotte are awarding a scholarship of $210.00 to a young woman who has made an outstanding record in her freshman year.

The Panhellenic Congress of Charlotte is awarding a two-year scholarship of $180.00 each year to aid a promising young woman to complete two years at Charlotte College.

The Keymen, the predecessor of the Sigma Lambda Chi, initiated a scholarship which was first awarded in 1951. Sigma Lambda Chi has designated that the award this year should go to an entering freshman from Charlotte or Mecklenburg County who has maintained a "B" average in high school.

COMMENCEMENT MARSHALS

The commencement marshals are rising sophomores who have maintained the highest scholastic average during their freshman year. The marshal who has the best academic record is designated chief marshal.

SCHEDULE OF CLASSES

Evening

Evening classes are scheduled to meet Monday through Friday from four until ten o'clock. Each class period is fifty-five minutes in length. In addition, laboratory sciences, engineering graphics, and engineering mathematics have one or more double periods per week.

Daytime

Charlotte College began offering day classes in September, 1957. Classes will meet from eight in the morning until three in the afternoon.

ATTENDANCE

Regular atendance in all classes is required of all students. Each student in good standing is allowed two free cuts from each class during the quarter, provided this does not exceed two class or two laboratory hours. After a third absence the student is placed on probation, and any further absence will result in a grade of "F" and may lead to suspension from college. Students absent because of sickness or some other excusable reason must submit a written explanation within two days after returning to school. Absences not explained within two days will be recorded as unexcused. The full responsibility for promptly submitting written explanation for absences and tardies rests upon the student.

A student who has been absent from class on account of prolonged or repeated illness or other emergencies forfeits the cuts which he might otherwise have been allowed for the quarter.

Students on academic probation will not be allowed any unexcused absences.

No student will be given credit for any course unless that student has attended at least 75 per cent of the total number of classes in that quarter.

Three unexcused tardies count as an unexcused absence.

Work omitted because of absence from class, whether excused or unexcused, must be made up promptly.

To make up a scheduled or previously announced test from which he has an excused absence, the student must secure written permission from the registrar. He should then present the permission to the instructor, who will arrange to give the test at a later date. The full responsibility for making arrangements to take the test rests upon the student.

CHANGE OF COURSE

To change a course it is necessary for a student to get the written permission of his advisor, the instructor of the course, and the registrar. No student will be permitted to change a course after the first week of a quarter.

WITHDRAWAL

Any student who leaves the college, except after the close of a quarter, without written notification to the office, will receive a mark of "F" in all courses.

GRADING

The unit of measurement of college work is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or two hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade with its accompanying quality points is as follows:

A Excellent—3 quality points per quarter hour credit
B Good—2 quality points per quarter hour credit
C Fair—1 quality point per quarter hour credit
D Passed—0 quality points per quarter hour credit
F Failed—Minus 1 quality point per quarter hour credit
F* Failing when course was dropped—0 quality points per quarter hour credit.
I Work incomplete—0 quality points per quarter hour credit
W Official withdrawal from the course—0 quality points per quarter hour credit

Unless a student completes the required assignments by the end of the academic year, his incomplete grade (I) automatically becomes an "F."

Reports of standing of all students will be issued after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has quarter hours of credit.

In order for a student to remain in college, he must maintain a passing average.

TRANSCRIPTS OF RECORDS

Upon request of the student, academic credits earned in Charlotte College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a full load of three subjects (at least fifteen quarter hours of work) and maintain at least a "B" average, with no grade lower than a "C."

REQUIREMENTS FOR GRADUATION

A minimum of 90 quarter hours of work is required for graduation, of which 45 hours must be earned at Charlotte College. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal." Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Charlotte College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from Charlotte College.

UNIVERSITY PARALLEL CURRICULA

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the registrar or a counselor will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

BUSINESS ADMINISTRATION (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany, 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3, 4, and 21 or Philosophy 41	
*Spanish 3, 4, and 21 or Philosophy 41	15

SECOND YEAR

	Quarter Hours
English 3-4 or 6 or 8	10
Economics 31-32	10
Political Science 41	5
Choose one:	
History 21, 22	
Philosophy 41, 42	
Political Science 42	
Psychology 1	5

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*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new language 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

***Choose one:*	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32	10

EDUCATION–ELEMENTARY (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Botany 1 or Zoology 1	5
Choose one:	
*French 3-4-21	
*Spanish 3-4-21	15

SECOND YEAR

English 3-4 or 6 or 8	10
Geography 38	6
History 21-22	10
Choose:	
Economics 31-32	
Education 41	
Philosophy 41-42	
Political Science 41	
Sociology 51-52	10
Choose one:	
Chemistry 1-2	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

**A student must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

*The elementary course, 1-2, may not be counted as part of the minimum requirements. However, when the foreign language taken in college is different from that presented to satisfy entrance requirements, such new language 1, 2, 3, and 4 will fulfill the requirement of language 3, 4, and 21 or Philosophy 41.

EDUCATION—SECONDARY (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2	
Physics 24-25	10
Choose one:	
*French 3-4-21	
*Spanish 3-4-21	15

SECOND YEAR

English 3-4 or 6 or 8	10
Choose:	
Geology 41-42	
**Botany 1 or Zoology 1	
Geography 38	
Mathematics 31	
Botany 41	
Zoology 41	10
Choose:	
Economics 31-32	
Education 41	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Sociology 51-52	20

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*A student placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

**A student who wishes to take further work in botany and zoology should choose as his first course in these areas Botany 41 or Zoology 41 instead of Botany 1 or Zoology 1.

ENGINEERING CURRICULA (University Parallel)

In cooperation with the Engineering School of North Carolina State College, Charlotte College has developed a correlated program for the first two years of engineering. After completing the two years at Charlotte College, the student with "C" or better average may transfer to North Carolina State College to complete the final two years of the undergraduate program.

In all branches of engineering the requirements for the first year are the same. In the second year the choice of electives must be according to the chosen field. The detailed course of study for the last two years can be obtained from the State College catalog.

If a student plans to transfer to an engineering school other than North Carolina State College, the registrar will assist in planning his curriculum accordingly.

From the engineering curricula suggested below, a student from another field of engineering may also complete the requirements for junior standing at North Carolina State College.

CHEMICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	15
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3-4	10
Economics 31-32	10
Chemistry 41-42	12

CIVIL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	15
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
C. E. 201-202-203	10
E. M. 211	5

Choose one:

Economics 32	
English 4	
History 21	
Political Science 41	
Psychology 1	5

ELECTRICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	15
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
E. E. 201-202-203	12

Choose:

Economics 32	
English 4	
History 21-22	
Political Science 41	
Psychology 1	10

GEOLOGICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	15
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3	5
Economics 31	5
Chemistry 41-42	12
Geology 41-42	12

MECHANICAL ENGINEERING (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 101-102-103	15
Chemistry 1-2-31	16
M. E. 101-102-103 Engineering Graphics	6

SECOND YEAR

Mathematics 201-202-203	15
Physics 201-202-203	15
English 3-4	10
E. M. 211	5

Choose:

Economics 31-32	
History 21-22	
Political Science 41	
Psychology 1	15

JOURNALISM (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10

Choose one:

Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38, Choose two	10

Choose one:

French 3-4	10
Spanish 3-4	10

SECOND YEAR

English 3-4	10
Journalism 1-2	10
History 21-22	10
Economics 31-32	10
Choose one:	
French 21-22	10
Spanish 21-22	10

LIBERAL ARTS (University Parallel)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Choose one:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Botany 1, Zoology 1, Geography 38 (choose any two)	10
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

English 3-4 or 6 or 8	10
Choose one:	
French 21-22	
Spanish 21-22	10
Choose one:	
Economics 31-32	
History 21-22	
Philosophy 41-42	
Political Science 41-42 or 52	
Psychology 1 (for students who are not psychology majors)	
Sociology 51-52	10
***Choose one*:	
Chemistry 1-2-31	
Geology 41-42	
Physics 24-25	
Mathematics 31-32-33	10

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*A student placed in foreign language course number 1 may meet the requirements with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

** A student must have two courses in natural sciences or one course in natural science and one course in mathematics. These courses must include one course in physical science (chemistry, physics, geology, geography) and at least one course in a biological science (botany, zoology).

PRE-LAW COURSES (University Parallel)

Students electing the pre-law course may do so in one of the following ways:

(1). Take the regular liberal arts course.

(2). Take the regular business administration course.

PRE-MEDICINE (University Parallel)
FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
Choose one:	
*French 3-4	
*Spanish 3-4	10

SECOND YEAR

Physics 24-25	12
Choose two:	
English 3-4 or 6 or 8	
Chemistry 41-42	
Botany 41	15
Choose one:	
French 21-22	
Spanish 21-22	10

SCIENCE (University Parallel)
FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Mathematics 7-8 or R-7-8	10
Chemistry 1-2-31	16
*French 3-4	10

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*A student placed in French 1 or Spanish 1 may meet the requirement with courses 1-2, 3-4, provided he has no entrance deficiency in foreign language.

SECOND YEAR

English 3-4 or 6 or 8	10
French 21-22	10
Physics 24-25 (not for Geology majors)	12
Mathematics 31-32-33 (not for Geology majors)	15
Choose according to major:	
Chemistry 41-42	
Geology 41-42, Geography 38	
History 21-22	10-28

TERMINAL CURRICULA

The terminal curricula are intended primarily for students who expect to complete their college program in two years or less and go directly into employment. However, some work in each program is transferable to senior colleges so that a person can transfer from a terminal curriculum to a university parallel curriculum without losing all of his credits.

BUSINESS ADMINISTRATION AND ACCOUNTING COURSE (Terminal)

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Adm. 1	Introduction to Accounting	5
Mathematics 1	Business Mathematics	5
English 21	English of Business	5
Elective	(Typewriting required of students not proficient)	10

SECOND YEAR

Eng. 3-4 or 5-6	English or American Literature	10
Bus. Adm. 21-22	Accounting Principles	10
Economics 31-32	General Economics	10
Political Sc. 41	Government of the United States	5
Bus. Adm. 5	Business Law	5
Elective		5

GENERAL BUSINESS AND SECRETARIAL SCIENCE COURSE (Terminal)

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
History 1-2	Western Civilization	10
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Adm. 1	Introduction to Accounting	5

SECOND YEAR

English 21	English of Business	5
Bus. Adm. 21-22	Accounting Principles	10
Bus. Ed. 25-26	Advanced Typewriting	10
Bus. Ed. 27-28	Advanced Dictation	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

ONE-YEAR GENERAL BUSINESS COURSE (Terminal)

		Quarter Hours
English 21	English of Business	5
Mathematics 1	Business Mathematics	5
Bus. Adm. 1	Introduction to Accounting	5
Bus. Ed. 15-16	Beginning Typewriting	10
Bus. Ed. 17-18	Beginning Shorthand	10
Bus. Ed. 32	Office Machines	5
Bus. Ed. 33	Office Practice	5

DISTRIBUTION (Terminal)

The Distribution Curriculum is designed to train business employees in the fields of retail and wholesale selling and buying, personnel work, advertising, small store management, and related areas.

FIRST YEAR

		Quarter Hours
English 1-2	English Composition and Rhetoric	10
Economics 1	Business Economics	5
Mathematics 1	Business Mathematics	5
Psychology 1	General Psychology	5
Bus. Adm. 3	Advertising Copy and Layout	5
Bus. Adm. 4	Selling	3
Bus. Adm. 6	Retail Merchandising	5
Bus. Adm. 9	Advertising Practice Workshop	4
Electives		
Bus. Ed. 15	Typewriting I	5
Bus. Adm. 1	Introduction to Accounting	5
Bus. Adm. 7	Merchandise Information-Textiles	3
Bus. Adm. 8	Merchandise Information-Non-Textiles	3
Pol. Sci. 41	Government of the United States	5

SECOND YEAR

English 9	Public Speaking	3
English 21	English of Business	5
Economics 31-32	General Economics	10
Bus. Adm. 5	Business Law	5
Bus. Adm. 24	Sales Management	5
Bus. Adm. 26	Organization and Operation of Small Business	5
Bus. Adm. 28	Public Relations	5
Bus. Adm. 31	Personnel Management	5
Psychology 21	Applied Business Psychology	5

JOURNALISM (Terminal)

FIRST YEAR

	Quarter Hours
English 1-2	10
History 1-2	10
Economics 31-32	10
Political Science 41-42	10
Business Ed. 15-16	10

SECOND YEAR

English 3-4	10
Journalism 1-2	10
History 21-22	10
Political Science 51-52	10
Sociology 51-52	10

TECHNICAL EDUCATION CURRICULA (Terminal)

Charlotte College offers several two-year programs of technical training for individuals preparing for positions in production, operation, maintenance, sales and supervision phases of industry. The primary purpose of these programs is to train individuals for occupations between the skilled crafts and the highly scientific professions.

ELECTRICAL TECHNOLOGY–ELECTRONICS OPTION

(Terminal)

The curriculum in the Electronics Option provides general training in the basic studies of English, physics, mathematics, and drawing; as well as specialized training in electrical and electronic theory, circuitry, instrumentation, and practices. Advanced courses fall in the fields of radio, telemetry, television, computers, radar, and transmission.

C—Class Hours L—Laboratory Hours Q—Total Quarter Credit Hours

FIRST QUARTER

	C	L	Q
Elec. T. 111 (Intro. to Elec. T.)	1	2	2
English 1 (Comp. and Rhetoric)	5	0	5
Math. 7 (College Algebra)	5	0	5
M. E. 101 (Eng. Graphics)	0	4	2
Physics 24 (General Physics)	5	2	6
	16	8	20

SECOND QUARTER

	C	L	Q
Elec. T. 112 (Intro. to Elec. T.)	1	2	2
English 2 (Comp. and Rhetoric)	5	0	5
Math. 8 (Plane Trigonometry)	5	0	5
M. E. 102 (Eng. Graphics)	0	4	2
Physics 25 (General Physics)	5	2	6
	16	8	20

THIRD QUARTER

	C	L	Q
Elec. T. 121 (Elec. Circ. Anal.)	5	2	6
Elec. T. 131 (Basic Electronics)	3	2	4
Elec. T. 141 (Switch. Circ. Anal.)	3	2	4
Math 113 (Anal. Geom. & Calc.)	5	2	6
	16	8	20

FOURTH QUARTER

	C	L	Q
Elec. T. 222 (Elec. Circ. Anal.)	5	2	6
Elec. T. 232 (Ind. Electronics)	3	2	4
Elec. T. 251 (Elec. Machinery)	2	2	3
Elec. T. 261 (Comm. Circuits)	3	2	4
English 9 (Public Speaking)	3	0	3
	16	8	20

FIFTH QUARTER

	C	L	Q
Elec. T. 233 (Adv. Electronics)	3	2	4
Elec. T. 242 (Computer Technology)	2	2	3
Elec. T. 262 (Comm. Circuits)	5	2	6
Elec. T. 281 (Comm. Technology)	3	2	4
English 10 (Technical Writing)	3	0	3
	16	8	20

SIXTH QUARTER

	C	L	Q
Elec. T. 243 (Computer Technology)	2	2	3
Elec. T. 263 (Comm. Circuits)	3	2	4
Elec. T. 282 (Comm. Technology)	5	2	6
Elec. T. 283 (Television Tech.)	3	2	4
Sociology 54 (Human Rel. in Ind.)	3	0	3
	16	8	20

ELECTRICAL TECHNOLOGY–POWER OPTION (Terminal)

The curriculum of the Power Option provides general training in the basic studies of English, mathematics, physics, and drawing, as well as specialized training in electrical and electronic theory, circuitry, instrumentation, and practices. Advacned courses fall in the fields of electric power production, distribution, and utilization, with special attention to the field of electrical contracting.

C–Class Hours L–Laboratory Hours Q–Total Quarter Credit Hours

FIRST QUARTER

	C	L	Q
Elec. T. 111 (Intro. to Elec. T.)	1	2	2
English 1 (Comp. and Rhetoric)	5	0	5
Math 101 (Algebra for Eng.)	5	0	5
M. E. 101 (Eng. Graphics)	0	4	2
Physics 24 (General Physics)	5	2	6
	16	8	20

SECOND QUARTER

	C	L	Q
Elec. T. 112 (Intro. to Elec. T.)	1	2	2
English 2 (Comp. and Rhetoric)	5	0	5
Math. 102 (Trig. for Eng.)	5	0	5
M. E. 102 (Eng. Graphics)	0	4	2
Physics 25 (General Physics)	5	2	6
	16	8	20

THIRD QUARTER

	C	L	Q
Elec. T. 121 (Elec. Circ. Anal.)	5	2	6
Elec. T. 131 (Basic Electronics)	3	2	4
Elec. T. 141 (Switch. Circ. Anal.)	3	2	4
Math. 113 (Anal. Geom. & Calc.)	5	2	6
	16	8	20

FOURTH QUARTER

	C	L	Q
Elec. T. 222 (Elec. Circ. Anal.)	5	2	6
Elec. T. 232 (Ind. Electronics)	3	2	4
Elec. T. 251 (Elec. Machinery)	2	2	3
Elec. T. 261 (Comm. Circuits)	3	2	4
English 9 (Public Speaking)	3	0	3
	16	8	20

FIFTH QUARTER

	C	L	Q
Elec. T. 252 (A-C Machinery)	3	2	4
Elec. T. 271 (Blueprint Reading)	2	2	3
Elec. T. 272 (Wiring Methods)	5	2	6
Elec. T. 273 (Illumination)	3	2	4
English 10 (Technical Writing)	3	0	3
	16	8	20

SIXTH QUARTER

	C	L	Q
Elec. T. 253 (A-C Machinery)	5	2	6
Elec. 2. 274 (Elec. Power Dist.)	5	2	6
Elec. T. 275 (Elec. Drafting)	0	4	2
Ind. T. 223 (Contracts & Spec.)	3	0	3
Sociology 54 (Human Rel. in Ind.)	3	0	3
	16	8	20

MECHANICAL TECHNOLOGY (Terminal)

The field of Mechanical Technology embraces the manufacture and production of mechanical products and the tools, machines, and processes by which they are made. Emphasis in this curriculum is placed on principles and practices, general and specialized theory, from the standpoint of supervision rather than with a view toward development of manual skills. Technical institute graduates receive the type of general education that is basic to, and in demand by, companies in practically every line of business

C—Class Hours
L—Laboratory Hours
Q—Total Quarter Credit Hours

FIRST QUARTER

	C	L	Q
Chemistry 1 (Gen. Descrip. Chem.)	3	4	5
English 1 (Comp. and Rhetoric)	5	0	5
Math. 7 (College Algebra)	5	0	5
M. E. 101 (Eng. Graphics)	0	4	2
Mech. T. 111 (Tools and Methods)	3	0	3
	16	8	20

SECOND QUARTER

	C	L	Q
English 2 (Comp. and Rhetoric)	5	0	5
Math. 8 (Plane Trigonometry)	5	0	5
M. E. 102 (Eng. Graphics)	0	4	2
Mech. T. 121 (Machine Shop I)	0	4	2
Physics 24 (General Physics)	5	2	6
	15	10	20

THIRD QUARTER

	C	L	Q
Ind. T. 111 (Industrial Safety)	3	0	3
Ind. T. 121 (Organ. & Management)	3	0	3
Ind. T. 131 (Methods Improvement)	3	0	3
Mech. T. 122 (Machine Shop II)	0	4	2
Mech. T. 131 (General Woodwork)	0	4	2
Physics 25 (General Physics)	5	2	6
	14	10	19

FOURTH QUARTER

	C	L	Q
Elec. T. 291 (Indust. Electricity)	3	2	4
English 9 (Public Speaking)	3	0	3
Ind. T. 232 (Production Planning)	3	0	3
Mech. T. 212 (Mechanics of Matls.)	5	0	5
Mech. T. 223 (Machine Shop III)	0	4	2
Mech. T. 232 (Pattern Making)	0	4	2
	14	10	19

FIFTH QUARTER

	C	L	Q
English 10 (Technical Writing)	3	0	3
Ind. T. 233 (Motion & Time Study)	3	2	4
Mech. T. 213 (Met. & Heat Treat.)	3	2	4
Mech. T. 214 (Tool Design)	3	0	3
Mech. T. 224 (General Sheet Metal)	0	4	2
Mech. T. 241 (Machine Drawing)	0	4	2
	12	12	18

SIXTH QUARTER

	C	L	Q
Ind. T. 222 (Sales & Purchasing)	3	0	3
Ind. T. 241 (Supervisory Train.)	3	0	3
Mech. T. 215 (Jigs and Fixtures)	2	2	3
Mech. T. 216 (Inspection Methods)	3	0	3
Mech. T. 225 (Welding)	0	4	2
Mech. T. 242 (Machine Sketching)	0	4	2
Sociology 54 (Human Rel. in Ind.)	3	0	3
	14	10	19

DESCRIPTION OF COURSES

(Note: Figures in parentheses represent quarter hours.)

BOTANY

BOTANY 1: (5) Plant Biology

A study of the structure and function of plants, their evolution and a survey of fundamental biological facts and principles. The every day, every season aspects of plants and their relation to the human race are stressed. Elements of horticulture and conservation practices are discussed. Four lecture and two laboratory hours a week.

BOTANY 41: (6) Plant Biology

To be taken instead of Botany 1 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION 1: (5) Introduction to Accounting

Topics covered include the theory of debits and credits and the construction of the trial balance, work sheet, profit and loss statement, and balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.
Three lecture and four laboratory hours a week.

BUSINESS ADMINISTRATION 3: (5) Advertising Copy and Layout

A survey of all forms of advertising, principles of layout; copywriting; production methods; campaign preparation; media selection.

BUSINESS ADMINISTRATION 4: (3) Selling

Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

BUSINESS ADMINISTRATION 5: (5) Business Law

A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.

BUSINESS ADMINISTRATION 6: (5) Retail Merchandising

This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

BUSINESS ADMINISTRATION 7: (3) Merchandise Information —Textile Fabrics

Required of those planning to enter department store work or other businesses handling textile fabrics or clothing. This course will cover fibers and fabric construction. It will be applied to merchandising of fabrics and clothing, fashion coordination and interior decoration.

BUSINESS ADMINISTRATION 8: (3) MERCHANDISE INFORMATION —NON-TEXTILES

Various types of information with emphasis on sources of information and methods of keeping up to date. Special project method to be used.

BUSINESS ADMINISTRATION 9: (4) ADVERTISING PRACTICE WORKSHOP

Prerequisite: Business Administration 3

Students practice with advertising layout, production, and copy problems on the basis of a simple formula and procedure, making layouts following a given style, handling production for specific media such as newspapers, writing copy following a given style employing procedures used in an advertising agency or office.

BUSINESS ADMINISTRATION 21-22: (5 each) ACCOUNTING PRINCIPLES

Prerequisite: Business Administration 1.

The fundamental principles of accounting are reemphasized and special attention is given to the partnership form of business organization, both from the point of view of the nature of the partnership and from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting. Three lecture and four laboratory hours a week.

BUSINESS ADMINISTRATION 24: (5) SALES MANAGEMENT

Organization of a sales department; assignment of responsibilities; techniques of selecting the sales force; equipping and training salesmen; territories, routes, compensation; methods of stimulating salesmen; methods of sales control and sales promotion; relation of sales manager to other department heads in an organization.

BUSINESS ADMINISTRATION 26: (5) ORGANIZATION AND OPERATION OF SMALL BUSINESS

The importance of small business, its statue, problems and requirements. Among the topics covered are financing and organizing the business; selecting the location and arranging the layout; establishing policies for pricing, promotion, control, and credit; regulations and taxes; records and record keeping. Application is made to retail, wholesale, and service businesses.

BUSINESS ADMINISTRATION 28: (5) PUBLIC RELATIONS

A study of public relations principles and practices with special attention to its tools, media, responsibilities, and potentialities.

BUSINESS ADMINISTRATION 31: (5) PERSONNEL MANAGEMENT

This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively; planned discussion and demonstrations of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analyses, and keeping personnel records.

BUSINESS ADMINISTRATION 51: (5) BUSINESS ORGANIZATION

Prerequite: Economics 31 or equivalent.

This is a survey of the multiple problems which face the business executive.

BUSINESS EDUCATION

BUSINESS EDUCATION 15-16: (5 each) BEGINNING TYPEWRITING

The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

BUSINESS EDUCATION 17-18: (5 each) BEGINNING SHORTHAND

Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

BUSINESS EDUCATION 25-26: (5 each) ADVANCED TYPEWRITING

The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty-five words per minute with a minimum of errors.

BUSINESS EDUCATION 27-28: (5 each) ADVANCED DICTATION

The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

BUSINESS EDUCATION 32: (5) OFFICE MACHINES

A fair degree of skill is developed in the use of machines such as dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous.

BUSINESS EDUCATION 33: (5) OFFICE PRACTICE

Prerequisite: Business Education 15-16 and Business Education 17-18.

An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in the theory alone, but in practice.

CHEMISTRY

CHEMISTRY 1-2: (5 each) GENERAL DESCRIPTIVE CHEMISTRY

Prerequisite or co-requisite: Mathematics 7 or Mathematics 101.

Fundamental principles, theories, and laws of chemistry; occurrence, preparation, properties, and uses of selected elements and their compounds; equilibrium, oxidation and reduction; metallurgy; introduction to organic and nuclear chemistry. Three lecture and four laboratory hours a week.

CHEMISTRY 31: (6) QUALITATIVE ANALYSIS

Prerequisite: Chemistry 1-2 or equivalent.

Reactions of electrolytes in solution, chemical equilibrium, semi-micro-analytical techniques, identification of common cations and anions. Three lecture and six laboratory hours a week.

CHEMISTRY 41-42: (6 each) ELEMENTARY QUANTITATIVE ANALYSIS

Prerequisite: Chemistry 31.

Volumetric and gravimetric analysis, techniques, stoichiometry, principles of neutralization, oxidation, precipitation and colorimetric methods. Three lecture and six laboratory hours a week.

ECONOMICS

ECONOMICS 1: (5) BUSINESS ECONOMICS

This course covers the economics of distribution, an examination of marketing channels, sources and use of business publications and other materials as applied to the solution of distribution problems.

ECONOMICS 31-32: (5 each) GENERAL ECONOMICS

The organization and underlying principles of modern economic life. The production, exchange, distribution, and consumption of wealth, and auxiliary economic problems.

EDUCATION

EDUCATION 41: (5) INTRODUCTION TO THE STUDY OF EDUCATION

This is an orientation course designed to help develop an understanding of the philosophy and procedures of public education.

ELECTRICAL AND ELECTRONICS TECHNOLOGY

ELECTRICAL TECHNOLOGY 111: (2) INTRODUCTION TO ELECTRICAL TECHNOLOGY I

Co-requisite Mathematics 7

An introduction to the basic terminology, concepts, and principles of direct-current electricity. Fundamental relationships between voltage, current, power, and energy in elementary direct-current electrical circuits are established with emphasis on problem application. The laboratory period is devoted to instruction in laboratory practices and direct-current instrumentation.

ELECTRICAL TECHNOLOGY 112: (2) INTRODUCTION TO ELECTRICAL TECHNOLOGY II

Prerequisite: Electrical Technology 111 and Mathematics 7

An introduction to the basic terminology, concepts, and principles of electrical and magnetic fields; properties and characteristics of capacitors, coils and magnets. The laboratory period is devoted to instruction in laboratory practices and direct-current instrumentation.

ELECTRICAL TECHNOLOGY 121 (6) ELECTRICAL CIRCUIT ANALYSIS

Prerequisites: Electrical Technology 112, Mathematics 8, and Physics 25

Fundamentals of alternating-current theory and practices as applied to single-phase circuits. Generation of alternating emf's and elementary wave-shape analysis. Steady-state analysis of series and parallel circuits containing resistance, capacitance, and inductance. Reactance, impedance and phase relations; resonance circuits, complex notation, and use of the slide rule. The laboratory period is devoted to instruction in laboratory practices and alternating-current instrumentation.

ELECTRICAL TECHNOLOGY 131: (4) BASIC ELECTRONICS

Co-requisite: Electrical Technology 121

Basic study of the control of free electrons in elementary electronic circuits. Electron emission, classification and characteristics of high-vacuum tubes, tube characteristic curves. Rectification, amplification, amplification-factor, trans-conductance, plate resistance, load lines, stage gain. Basic amplifier circuits and types of bias. Classification and characteristics of gas-filled, vapor-filled and cathode-ray tubes. Principles of semi-conductor materials and semi-conductor diodes. Conversion efficiency, ripple factor and circuit analysis of single-phase half-wave, full-wave, and bridge rectifier circuits.

ELECTRICAL TECHNOLOGY 141: (4) SWITCHING CIRCUIT ANALYSIS

Co-requisites: Electrical Technology 121 and Electrical Technology 131

Terminology, classification, properties and characteristics of switches and relays. Introduction to the mathematics of logic, binary numbers and Boolean algebra. Techniques for the design, analysis and simplification of basic switching circuits.

ELECTRICAL TECHNOLOGY 222: (6) ELECTRICAL CIRCUIT ANALYSIS

Prerequisite: Electrical Technology 121 and Mathematics 113

Advanced alternating-current theory and practice as applied to single-phase and polyphase circuits. Further analysis of series and parallel circuits using complex notation. Admittance, conductance and susceptance; anti-resonance circuits. Coupled-circuit theory, mutual inductance, impedance transformation, reflected impedance, transformer theory. Construction, classification, regulation, loss determination, and efficiency of single-phase transformers. Polyphase circuits and transformer connections.

ELECTRICAL TECHNOLOGY 232: (4) INDUSTRIAL ELECTRONICS

Co-requisite: Electrical Technology 222 and Electrical Technology 251
Prerequisite: Electrical Technology 131

Study of basic industrial electronic circuits and application of these circuits to such devices as electronic timers, voltage regulators, electrostatic air cleaners, motor and generator control systems, web and register control systems, photoelectric systems, single-phase and polyphase rectifiers.

ELECTRICAL TECHNOLOGY 233: (4) ADVANCED ELECTRONICS

Prerequisites: Electrical Technology 232 and Electrical Technology 261

Properties and applications of semi-conductors, the h-parameter method of analysis, small-signal amplifiers, power amplifiers, cascade amplifiers, bias stability and direct-current amplifiers, feedback, noise, transistor oscillators and multi-vibrators.

ELECTRICAL TECHNOLOGY 242: (3) COMPUTER TECHNOLOGY I

Prerequiitse: Electrical Technology 141

Survey of the theory of operation, principles, practices, and applications of digital computers.

ELECTRICAL TECHNOLOGY 243: (3) COMPUTER TECHNOLOGY II

Prerequisite: Electrical Technology 242

Survey of the theory of operation, principles, practices, and applications of analogue computers.

ELECTRICAL TECHNOLOGY 251: (3) ELECTRICAL MACHINERY

Co-requisite Electrical Technology 222
Prerequisite: Electrical Technology 141

Construction, characteristics, operation and control, and industrial applications of direct-current motors and generators. Survey of the construction, characteristics, operation and control and industrial applications of alternating-current motors and generators.

ELECTRICAL TECHNOLOGY 252: (4) A-C MACHINERY I

Prerequisite: Electrical Technology 251

The study of polyphase induction motors and single phase motors including construction, characteristics, operation and control, and industrial applications. Laboratory tests are conducted to study operating principles and determine performance characteristics.

ELECTRICAL TECHNOLOGY 253: (6) A-C MACHINERY II

Prerequisite: Electrical Technology 252

A study of the design, operating principles, performance characteristics and industrial applications of synchronous motors, synchronous generators, synchronous converters, synchros, servomotors, and amplidynes together with their motor-starting, switching and protective devices. Laboratory tests are conducted on these units.

ELECTRICAL TECHNOLOGY 261: (4) COMMUNICATIONS CIRCUITS I

Co-requisite: Electrical Technology 222

A study of the operating principles of telephone equipment and circuits, local-battery and common-battery manual offices, automatic dial systems, audio-frequency concepts and techniques. Matched-circuit analysis of lumped-constant and distributed-constant transmission lines. Design of pads, attenuators and filters. Thebenin's and Norton's Theorems.

ELECTRICAL TECHNOLOGY 262: (6) COMMUNICATIONS CIRCUITS II

Prerequisite: Electrical Technology 261

High-frequency transmission-line concepts and practical applications. Impedance-matching, transmission-line circle diagram, propagation, standing waves, basic antenna theory, antennas for low-frequency and high-frequency applications, and high-frequency measuring techniques.

ELECTRICAL TECHNOLOGY 263: (4) COMMUNICATIONS CIRCUITS III

Prerequisite: Electrical Technology 262

A study of microwave techniques, theory and practice in pulse circuits, U.H.F. amplifiers, transit time effects, wave guides and cavity resonators; dynatrons, transitrons, klystrons, and magnetrons; multivibrators and trigger circuits; principles of radar, types of scan, radar transmitting and receiving systems, and synchronization.

ELECTRICAL TECHNOLOGY 271: (3) BLUEPRINT READING

Co-requisite: Electrical Technology 272

A study of the practices, techniques, conventions, interpretation, and preparation of blueprints, with emphasis on electrical layout and estimating.

ELECTRICAL TECHNOLOGY 272: (6) WIRING METHODS

Prerequisites Electrical Technology 222 and Electrical Technology 251

A study of wiring and wiring methods used in buildings. The course material includes wire sizes, types of insulation, electrical fittings, service entrances, distribution centers, branch circuit layout, switching arrangements, motor control circuits, and a thorough examination of the recommendations of the National Electrical Code and the National Electrical Manufacturers Association with illustrative applications of wiring procedures.

ELECTRICAL TECHNOLOGY 273: (4) ILLUMINATION

Co-requisite: Electrical Technology 272

A study of illumination principles and practices. Modern illumination principles, calculations and equipment are coordinated in design problems of complete fluorescent and incandescent lighting installations.

ELECTRICAL TECHNOLOGY 274: (6) ELECTRIC POWER DISTRIBUTION

Prerequisite: Electrical Technology 272

A study of the fundamental principles of electric power transmission and distribution including the calculation of short and medium length polyphase lines; the study of types and classes of loads, distribution networks, transformer connections and operation, voltage control, and protecting equipment; the study of mechanical principles involved in network design and the study of economic principles of distribution.

ELECTRICAL TECHNOLOGY 275: (2) ELECTRICAL DRAFTING

Prerequisites: Electrical Technology 252, Electrical Technology 272, and Mechanical Engineering 102

A study of A.S.A. and A.I.E.E. standard electrical drawing symbols and preparation of electrical drawings including schematics, single-line diagrams, wiring diagrams, layouts and others.

ELECTRICAL TECHNOLOGY 281: (4) COMMUNICATIONS TECHNOLOGY I

Prerequisites: Electrical Technology 232 and Electrical Technology 261

Voltage amplification as applied to audio-frequency and radio-frequency circuits. Analysis of amplifier circuits and coupling methods, radio-frequency tuning circuits, regenerative and degenerative circuits, decoupling networks, basic oscillator circuits, and comprehensive study of construction, tuning, and alignment of radio receivers through superheterodyne.

ELECTRICAL TECHNOLOGY 282: (6) COMMUNICATIONS TECHNOLOGY II

Prerequisite: Electrical Technology 281

Advanced study of radio-communications circuits. Amplitude-modulated transmitters, power amplifiers, phase inverters, push-pull amplifiers and modulator circuits. Broadcast studio techniques, recorders and recording, and control-room equipment.

ELECTRICAL TECHNOLOGY 283: (4) TELEVISION TECHNOLOGY

Co-requisite: Electrical Technology 263

Principles of frequency-modulation, methods of modulation and demodulation, FM transmitter and receiver circuits. FCC standards for television transmission. Camera and picture tubes, composite video signal, television receiver circuits, power supplies, video-amplifiers, deflection circuits, alignment procedures, transmitter circuits and color television.

ELECTRICAL TECHNOLOGY 291: (4) INDUSTRIAL ELECTRICITY

Prerequisites: Mathematics 8 and Physics 25

A study of electrical fundamentals, circuit analysis, electrical machinery, control circuits, and industrial applications of electrical equipment.

ENGINEERING

C.E. 201-202-203: (3 each) SURVEYING I, II, III

Prerequisite: Mathematics 101

Elements of plane surveying including taping, transit, level, stadia, plane table, topographic surveying and mapping, care and adjustment of instruments; elementary astronomical surveying; construction surveys; earthwork computations; route surveys; simple, compound, parabolic, and spiral curves; chainage equations. One lecture, two problem, and three laboratory hours a week.

E.E. 201-202-203: (4 each) ELEMENTARY FIELDS AND CIRCUITS

Co-requisites: Mathematics 201, Physics 201
Required of sophomores in electrical engineering

Fundamental laws of electric circuits, magnetic circuits, electric fields, and magnetic fields. Introduction to steady-state alternating-current circuit theory. Two lecture, two problem, and three laboratory hours a week.

E.M. 211: (5) MECHANICS I (STATICS)

Prerequisites: Physics 201, Mathematics 201

Study of the analytical and graphical solution for the resultant and equilibrium of concurrent, parallel, and non-concurrent non-parallel force systems under coplanar or non-coplanar conditions. The application of statics to pin connected members, trusses and cables; friction; centroids; and moments of inertia. Shear and bending moment equations and diagrams.

M.E. 101-102-103: (2 each) ENGINEERING GRAPHICS

The major areas that will be covered in this work include: instrument practice, geometric construction, orthographic projection, sections, auxiliary views, pictorial drawing, details and assemblies, charts, graphs, freehand sketching, dimensioning, true length, true slope and line as a point, edge view and true size of a plane, shortest distances between lines, a line piercing a plane, intersection of planes, dihedral angle, shortest distances to a plane, angle between a line and a plane, revolution, development of surfaces, intersection of solids, mining problems, aeronautical problems, miscellaneous problems.

ENGLISH

ENGLISH R: (0) REFRESHER ENGLISH

Required of all students who by placement test fail to qualify for English 1. Special emphasis will be given to review of grammar, to reading, and to writing. Credit for English 1 may be earned (1) by students completing the course with grade A or B or (2) by students showing sufficient progress by mid-quarter to be transferred to English 1.

ENGLISH 1-2: (5 each) ENGLISH COMPOSITION AND RHETORIC

Required of all freshmen. The first quarter's work consists of a review of English fundamentals, frequent themes, and the study of various types of essays. The second quarter's work is essentially a course in composition and rhetoric.

ENGLISH 3-4: (5 each) ENGLISH LITERATURE

Prerequisite: English 1-2.

In the first quarter Chaucer, Shakespeare, and Milton are studied; in the second quarter, the major writers of the nineteenth century.

ENGLISH 5-6: (5 each) AMERICAN LITERATURE

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

ENGLISH 7-8: (5 each) THE ENGLISH NOVEL

Prerequisite: English 3 for University Parallel and English 1-2 for Terminal Courses.

The work of the first quarter covers the novel from its beginning through Scott. The second quarter covers the novel from Dickens to modern fiction.

ENGLISH 9: (3) PUBLIC SPEAKING

Composition and delivery of original speeches.

ENGLISH 10: (3) TECHNICAL WRITING

Study of the fundamentals of technical writing style and mechanics with practice in preparing reports of the various types most likely to be used on the job by technicians.

ENGLISH 21: (5) ENGLISH OF BUSINESS

A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proofreading, and corrections.

JOURNALISM 1-2: (5 each) NEWS GATHERING AND REPORTING

Prerequisite: English 1-2

A general outline of the principles of newspaper practice, followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Charlotte daily newspapers.

FRENCH

FRENCH 1-2: (5 each) BEGINNERS' CONVERSATIONAL FRENCH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of French, with particular emphasis on correct pronunciation and self-expression.

FRENCH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL FRENCH

Prerequisite: French 1-2 or 2 units of high school French.

Review of grammar, composition, and conversation. Study of geography, history, customs, and culture of the French people. Conducted in French whenever advisable. Collateral reading of a French contemporary novel. Book report.

FRENCH 21: (5) READINGS IN CONTEMPORARY FRENCH LITERATURE

Prerequisite: French 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding French writers. Conducted in French as much as possible. Collateral reading of two novels. Book reports.

FRENCH 22: (5) INTRODUCTION TO FRENCH LITERARY MASTERPIECES

Prerequisite: French 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in French. Collateral reading of two French classical works. Book reports.

FRENCH C 4: (5) INTERMEDIATE PRACTICAL FRENCH CONVERSATION

Prerequisite: French 1, 2, and 3, or two years of high school French.

The student's self-expression in everyday French is gradually increased through this course. Conducted mostly in French. Collateral reading of a book. Book report.

FRENCH C 5: (5) ADVANCED PRACTICAL FRENCH CONVERSATION

Prerequisite: French C 4 or the equivalent.

Informal group conversation and dramatization based on short French texts, newspaper and magazine articles. Conducted in French. Collateral reading of a book. Book report.

FRENCH C 6: (5) ADVANCED CONVERSATION FOR PROSPECTIVE TEACHERS OF FRENCH

Prerequisite: French C 5 or the equivalent.

Informal group conversation and discussion as for French C 4 and C 5. Students will also be asked in turn to give 3 to 5 minute talks in French. Conducted in French. Collaterial reading of two books. Book reports.

GEOGRAPHY

GEOGRAPHY 38: (6) INTRODUCTION TO GEOGRAPHY

Besides a basic knowledge of places and products associated with them, the student is instructed in the elements of weather and climate. The relation of man to his environment and its effects on him are stressed. Five lecture and two laboratory hours a week.

GEOLOGY

GEOLOGY 41: (6) Physical Geology

The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Five lecture and two laboratory hours a week.

GEOLOGY 42: (6) Historical Geology

Historical geology places emphasis upon earth origin, study of the origin and occurrence of fossils, and the history of the earth as determined by various means. Five lecture and two laboratory hours a week.

HISTORY

HISTORY 1: (5) Man's History to 1850

A survey of the history of man from the earliest times to 1850 in Europe, in Asia, and in the Americas.

HISTORY 2: (5) Contemporary Civilization

A study of world civilization during the past century.

HISTORY 21: (5) American History

History of the United States before 1865.

HISTORY 22: (5) American History

History of the United States from 1865 to the present time.

INDUSTRIAL TECHNOLOGY

INDUSTRIAL TECHNOLOGY 111: (3) Industrial Safety

A study of the basic principles of industrial accident prevention considering the nature and extent of the accident problem. The course covers mechanical safeguards, fire prevention, occupational disease, hygiene and first aid, safety codes, compensation, safety education programs, and fundamentals of good safety organization.

INDUSTRIAL TECHNOLOGY 121: (3) Organization and Management

The student is given an overall view of the typical industrial organization, with particular emphasis on interrelationship of functions and principles of management. Efficient co-ordination and control through application of the latest developments in industrial technology are stressed. Two lecture periods and two laboratory hours per week.

INDUSTRIAL TECHNOLOGY 131: (3) Methods Improvement

A study of principles and techniques used in production including batch and mass production techniques, practice in writing standard procedure, raw material specifications and manufacturing instructions. The application of the "questioning attitude" in search for better manufacturing methods and job procedures and the four-step method of job improvement are also studied.

INDUSTRIAL TECHNOLOGY 222: (3) SALES AND PURCHASING

A study of the problems encountered in the sales field that require technical or engineering skills and knowledge in their solution. The course covers the methods and principles of industrial sales and service engineering; the nature of the purchasing function, including the art of interview and conference, sources of purchasing information, forecasting ultimate values, and reciprocity purchasing.

INDUSTRIAL TECHNOLOGY 223: (3) CONTRACTS AND SPECIFICATIONS

The general laws of contracts, agency, sales agreements, and engineering specifications as incorporated into contracts; the business, legal, and ethical phases of engineering.

INDUSTRIAL TECHNOLOGY 232: (3) PRODUCTION PLANNING

Evaluation of manufacturing methods and the analysis of machining operations are covered in detail. The course is divided into the following parts: estimating, study of machining elements, and study of machining operations. Three lecture and one laboratory hour per week.

INDUSTRIAL TECHNOLOGY 233: (4) MOTION AND TIME STUDY

A study of the principles of motion economy, methods of motion study and micro-motion study, use of standard data and formula construction. The course covers the fundamentals of stop watch time study; effort rating; uses of time study; and the use of synthetic systems of time study. Three lecture and two laboratory hours per week.

INDUSTRIAL TECHNOLOGY 241: (3) SUPERVISORY TRAINING

A study of line of responsibility and authority, technique of job instruction, personal leadership, technique of conducting a conference, how to produce for a profit. The subject treats problems of the supervisor as cost man, as safety man, as production man, as quality man, as personnel man, as the manager of his department.

MATHEMATICS

MATHEMATICS A: (0) PLANE GEOMETRY

Five hours a week.

MATHEMATICS G: (0) SOLID GEOMETRY

Five hours a week.

MATHEMATICS R: (0) INTERMEDIATE ALGEBRA

Five hours a week.

MATHEMATICS 1: (5) Business Mathematics

Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

MATHEMATICS 7: (5) College Algebra

Functions and their graphs, equations and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variation, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations.

MATHEMATICS 8: (5) Plane Trigonometry

Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles.

MATHEMATICS 31: (5) Plane Analytic Geometry

Prerequisite: Mathematics 7 and 8.

MATHEMATICS 32: (5) Differential Calculus

Prerequisite: Mathematics 31.

MATHEMATICS 33: (5) Integral Calculus

Prerequisite: Mathematics 32.

MATHEMATICS 101-102-103: (5 each) Freshman Engineering Mathematics I, II, III

The first quarter and a half of this course is a combined course in College Algebra and Trigonometry; the last quarter and a half is the first third of a unified course in Analytic Geometry and Calculus. Topics studied include systems of equations involving quadratics, inequalities, variation, binomial theorem, progressions; logarithms, linear equations and determinents, theory of equations; trigonometric functions of general angle, identities and multiple angle relations, radian measure, inverse trigonometric functions, solution of triangles with emphasis on laws of sines and cosines; rectangular coordinates in the plane, with graphs and equations of lines, algebraic curves, including the conic sections and others examined by general discussion methods; functions, limits, continuity, differentiation of algebraic functions, with applications of derivatives and differentials.

MATHEMATICS 113: (6) Analytic Geometry and Calculus A

Prerequisite: Mathematics 8

A one quarter survey course in analytic geometry and the differential and integral calculus.

MATHEMATICS 201: (5) Calculus I

Prerequisite: Mathematics 103.

Required of sophomores in engineering. A course in the fundamental principles of the calculus, including the formulas for differentiation and for integration of polynominal functions, with applications to geometry and to problems in rates, maxima and minima, curve tracing, curvature, areas, volumes, work, pressure, velocity, and accelleration.

MATHEMATICS 202: (5) CALCULUS II

Prerequisite: Mathematics 201.

Required of sophomores in engineering. A continuation of Calculus I. Methods of integration and the study of the definite integral, with applications to problems in areas, volumes, lengths of arcs, surfaces, centroids, moments of inertia, radii of gyration, approximate integration.

MATHEMATICS 203: (5) CALCULUS III

Required of sophomores in engineering. A continuation of Calculus II. Indeterminate forms, infinite series, expansion of functions, hyperbolic functions, partial differentiation, double and triple integrals, and differential equations.

MECHANICAL TECHNOLOGY

MECHANICAL TECHNOLOGY 111: (3) TOOLS AND METHODS

An introduction to metal working and industrial manufacturing. Possibilities and limitations of various machine tools are developed so student will have a basic perspective of modern efficient industrial procedure. The characteristics of different materials are discussed as well as their adaptability to various processes. Correct terminology is introduced so that the student will be able to use the language of the engineer or technician.

MECHANICAL TECHNOLOGY 121: (2) MACHINE SHOP I

Prerequisite: Mech. T. 111

An introduction to general metal work, the use and care of hand tools, maintenance of tools and equipment. The work is divided into four distinct phases: machine shop, bench metal, forging, and welding. Practical projects will be chosen for each phase using the greatest number and variety of operations. Lectures will be given on the use, manufacture, material made from, of all the common hand and machine tools that are used in the shop. These lectures are correlated with the shop work so the students will have a working knowledge of the tools they are using. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 122: (2) MACHINE SHOP II

Prerequisite: Mech. T. 121

A study of the fundamental machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, layout, and finishing. Special attention is given to cutting speeds, tool and drill grinding, and machine maintenance. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 131: (2) GENERAL WOODWORK

An introduction to woodwork designed to give students a background of basic woodworking processes. Topics include use of hand tools, sharpening and the upkeep of tools, basic woodworking principles of design and construction. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 212: (5) MECHANICS OF MATERIALS

Prerequisite: Physics 25 and Math 8

This course covers the various physical properties of the common materials of industry. Structures and machines in equilibrium are considered, and internal stresses of pure compression or tension are evaluated. A study of coplanar forces and force systems, truss solutions, force systems in space, friction and centroids, direct stress, properties of materials, rivited and welded joints, torsion stresses in beams, beam deflections and columns.

MECHANICAL TECHNOLOGY 213: (4) METALLURGY AND HEAT TREATING

Prerequisite: Mech. T. 121

A study of the fundamentals of metallurgy, grain size, effect of carbon content, and hardness testing devices. Different alloys will be tested to determine the effect of heat treated. Three lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 214: (3) TOOL DESIGN

Prerequisite: Mech. T. 212

A study of the applications of principles of strength and rigidity that are necessary in machine tool elements. The theory of strength of materials is put into practice in designing the assigned problems.

MECHANICAL TECHNOLOGY 215: (3) JIG AND FIXTURES

Prerequisite: Mech. T. 121

A study of the factors involved in large quantity production machine processes. This course is designed to give the student a thorough knowledge of the principles, practices, tools, and commercial standards of jig and fixture design. Through lectures, visual aids, and individual project design work, the student becomes well acquainted with the many types of jigs and fixtures and their design. Throughout the course methods, cost, and safety are stressed from a practical standpoint. Two lecture and two laboratory hours per week.

MECHANICAL TECHNOLOGY 216: (2) INSPECTION METHODS

Prerequisite: Mech. T. 121

A study of the use and care of precision inspection instruments and methods of inspection. Types and methods of inspection are compared and discussed from samples chosen from industry as a comparison.

MECHANICAL TECHNOLOGY 223: (2) MACHINE SHOP III

Prerequisite: Mech. T. 122

Practical work in the use of gauges, taper turning, gear cutting, square thread cutting, and types of fits. The student will complete a project in advanced machine work. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 224: (2) GENERAL SHEET METAL

Prerequisite M.E. 102

Shop problems in sheet metal layouts and methods of fabrication of sheet metal. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 225: (2) WELDING

Prerequisite: Mech. T. 121

Fundamentals of both arc and acetylene welding. A study of the most economical methods in regards to welding time, machinability, and ductility. Safe practices in welding, types of rods, and welding symbols are also covered. Two laboratory hours per week.

MECHANICAL TECHNOLOGY 232: (2) PATTERN MAKING

Prerequisite: Mech. T. 131

This course is a basic study of pattern making. The student works in the lab to make different types of patterns and the various allowances, finish, and color code are co-ordinated. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 241: (2) MACHINE DRAWING

Prerequisite: M. E. 102

A course in the drafting laboratory in drawing gears, cams, and other machine parts, technical sketching, assembly drawing of small machines and exploded view drawings. One of the objects of this course is to train the student to communicate with management through drawing. Four laboratory hours per week.

MECHANICAL TECHNOLOGY 242: (2) MACHINE SKETCHING

Prerequisite: M. E. 102

A step by step procedure in freehand sketching of machine parts with pencil. Sketches are made in orthographic, isometric, and oblique projection, as well as true perspective. Dimensioning and shading of sketches are included. Use of sketching in communicating to management. Four laboratory hours per week.

MUSIC

MUSIC 1-2-3, 21 22-23 (1 each) CHORUS

The Charlotte College Chorus provides opportunity for students who enjoy singing to gain basic training in the principles of voice production and choral participation. Repertoire includes both sacred and secular music, and public appearances are made each year through assembly programs and radio presentations, and at baccalaureate and commencement exercises.

MUSIC 4-5-6 (1 each) INDIVIDUAL VOICE STUDY

Basic techniques in the study of singing: classification of the voice, breathing, posture, freedom and vitalization of tone, elements of diction, vocalization, simple songs in English and Italian. One hour of practice daily.

MUSIC 24-25-26 (1 each) INDIVIDUAL VOICE STUDY

More advance techniques in singing. Standard classics in English and Italian with additional study of songs in French or German or Spanish. Memorization of basic repertoire with application of sound principles of interpretation. One hour of practice daily.

MUSIC 7-8-9, 27-28-29 (1 each) MUSIC APPRECIATION

A listening survey of current musical offerings in and around Charlotte for those who wish to enhance their discrimination and enjoyment in the art of listening. Lectures and illustrations through selected recordings are correlated with scheduled "live" presentations. Students are encouraged to attend performances given by worthy music organizations and talented artists, both visiting and local.

PHILOSOPHY

PHILOSOPHY 41: (5) A SYSTEMATIC INTRODUCTION

The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mind-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

PHILOSOPHY 42: (5) THE DEVELOPMENT OF PHILOSOPHY

This course will include a survey in historical perspective of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formations of systems of philosophy in particular will be stressed.

PHYSICS

PHYSICS 24-25: (6 each) GENERAL PHYSICS

Physics 24 covers mechanics, heat, and sound. Physics 25 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters.

PHYSICS 201-202-203: (5 each) ENGINEERING PHYSICS

Co-requisite: Mathematics 201.

Emphasis is placed on problem solution and engineering applications. Recitations, demonstrated lectures, problem drill, and laboratory work are coordinated to give a working knowledge of physics. Physics 201, mechanics and heat; Physics 202, sound, magnetism, and electricity; Physics 203, optics and modern physics. Four lecture and demonstration periods and two laboratory hours a week.

POLITICAL SCIENCE

POLITICAL SCIENCE 41: (5) Government of the United States

The origin, organization, and development of federal, state, and local government in the United States will be emphasized with particular attention given to government in action.

POLITICAL SCIENCE 42: (5) Processes and Problems of Government in the United States

Prerequisite: Political Science 41.

This course deals chiefly with the efforts made by government in the United States to solve internal public problems. It treats particularly government policies toward agriculture, labor, and business.

POLITICAL SCIENCE 51: (5) Comparative Government

Prerequisite: Political Science 41.

A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia.

POLITICAL SCIENCE 52: (5) International Relations and World Politics

Prerequisite: Political Science 41.

The prerequisite may be waived upon the approval of the instructor. In this course diplomatic relations, international law, power politics, and efforts to achieve world organization will be studied.

PSYCHOLOGY

PSYCHOLOGY 1: (5) General Psychology

This introductory course is the basis for other courses in psychology. It includes a study of the nervous system as related to the field of sensation. A survey of the higher mental functions also is made.

PSYCHOLOGY 2: (5) Child Psychology

This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

PSYCHOLOGY 3: (5) Social Psychology

A study is made of the crowd, suggestion, the mob mind, conventionality, and custom imitation. The psychology involved in compromise, discussion, conflict, and war is especially investigated.

PSYCHOLOGY 21: (4) Applied Business Psychology

The general purpose of this course is to develop an understanding of people. Emphasis will be placed on the psychological principles which govern man's adjustment on his job and which promote successful merchandising through advertising and through selling. Studies of the motives which urge men to work and to purchase goods and services will be stressed. The practical aims will be to show how an employee may be aided in becoming adjusted to his job and how to persuade customers to purchase goods and services and be satisfied.

RELIGION

RELIGION 1: (5) SURVEY OF THE OLD TESTAMENT

A study of the content and purpose of the Old Testament.

RELIGION 2: (5) SURVEY OF THE NEW TESTAMENT

A study of the content and purpose of the New Testament.

SOCIOLOGY

SOCIOLOGY 51: (5) INTRODUCTION TO SOCIOLOGY

This course will include a survey of the field of sociology with special emphasis on the fundamental functions of society, the nature of culture, human nature, collective behavior, community life, and social control.

SOCIOLOGY 52: (5) SOCIAL PROBLEMS

The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social control, social planning, and democracy are investigated and studied.

SOCIOLOGY 53: (5) MARRIAGE AND THE FAMILY

This course considers the family as the basic unit of society. The following aspects are emphasized: comparative family structure, the influence of the family on personality development, trends with reference to marriage and divorce, family disorganization and the changing function of the home, the impact of war on the family, courtship and the factors determining the choice of a marriage partner, and the principles of marriage counseling. It is intended that this course shall serve the practical purpose of preparation for successful marriage and homemaking.

SOCIOLOGY 54: (3) HUMAN RELATIONS IN INDUSTRY

A course of training in the development of personality, ability to analyze problems involving human relations, and the development of good foundations for personnel relations. Actual cases of human relations problems in industry are studied with a view toward developing the technique of working with superiors, associates, and subordinates.

SPANISH

SPANISH 1-2: (5 each) BEGINNERS' CONVERSATIONAL SPANISH

Study of the fundamentals of grammar and of phonetics through the practical and conversational use of Spanish, with particular emphasis on correct pronunciation and self-expression.

SPANISH 3-4: (5 each) INTERMEDIATE CONVERSATIONAL SPANISH

Prerequisite: Spanish 1-2 or two units of high school Spanish.

Review of Spanish grammar and reading of representative Spanish novels and plays.

SPANISH 21: (5) READINGS IN CONTEMPORARY SPANISH AND SPANISH-AMERICAN LITERATURE

Prerequisite: Spanish 4 or the equivalent.

Reading and discussion of short stories, drama, short novel, by outstanding Spanish and Latin-American writers. Conducted in Spanish as much as possible. Collateral reading of two novels: one Spanish and one Latin-American. Book reports.

SPANISH 22: (5) INTRODUCTION TO SPANISH LITERARY MASTERPIECES

Prerequisite: Spanish 21 or the equivalent.

Readings from the great classical writers, prose and verse. Conducted in Spanish. Collateral reading of two classical works: one Spanish and the other Latin-American.

SPANISH C 4: (5) INTERMEDIATE PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish 1, 2, and 3, or 2 years of high school Spanish.

The student's self-expression in everyday Spanish is gradually increased through this course. Conducted mostly in Spanish. Collateral reading of a book dealing with the geography, history, customs, and culture of the Latin-American countries. Book report.

SPANISH C 5: (5) ADVANCED PRACTICAL SPANISH CONVERSATION

Prerequisite: Spanish C 4 or the equivalent.

Informal group conversation and dramatization, based on Spanish short texts, newspaper and magazine articles. Conducted in Spanish. Collateral reading of a play or of a novel. Book report.

SPANISH C 6: (5) ADVANCED CONVERSATION FOR PROSPECTIVE TEACHERS OF SPANISH

Prerequisite: Spanish C 5 or the equivalent.

Informal group conversation and discussion as for Spanish C 4 and C 5. Students will also be asked in turn to give 3 to 5 minute talks in Spanish. Conducted in Spanish. Collateral reading of two books: a play and a novel. Book reports.

ZOOLOGY

ZOOLOGY 1: (5) ANIMAL BIOLOGY

A study of the basic principles of zoology with special emphasis on man's place in the general scheme of animal life. The elements of parasitology, genetics, and animal breeding are stressed. Four lecture and two laboratory hours a week.

ADULT EDUCATION

The adult education program of Charlotte College endeavors to provide for the residents of Charlotte, both young and old, courses desired for increased vocational competency and cultural development. The present program offers a variety of courses, and others will be added as the need for them arises. These classes have no educational prerequisites, and most of them give no college credit either for graduation or transfer.

ADJUSTERS' COURSE IN FIRE AND CASUALTY CLAIMS

The course consists of a study of fire and casualty insurance coverages and includes lectures on investigation and evaluation of claims.

MANAGEMENT PROBLEMS IN THE OPERATION OF A BUSINESS

The purpose of this course is to help the owners and managers of businesses to analyze and attempt to find logical solutions to some of their problems.

READING FOR BUSINESS AND PROFESSIONAL MEN AND WOMEN

A nine weeks course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture-demonstrations are combined with actual laboratory work in which each participates in tachistoscopic training, electrically accelerated reading and other modern techniques for building greater speed and comprehension in reading.

REVIEW CLASS FOR NORTH CAROLINA ENGINEERING REGISTRATION EXAMINATION

The forty-two hours of work in this course will include a review of the fundamentals of engineering.

ROSTER OF STUDENTS

ASSOCIATE OF ARTS TITLES CONFERRED

June 2, 1958

BUSINESS ADMINISTRATION

Howard Emmett Bishop. Jr.
Joseph William Cowhig, Jr.
John William Disher
Vickey Reece Eagle
Walter Clayton Ferris
James Franklin Garner
Dennis Leon Gregg
Frank Davis Griffin
James Rodney Hicks
Roger William Kendrick
Tommy Carl Miller
Marco Antonio Perez
Dennis Estol Rochelle, Jr.
William Job Shields
Archibald James Thornhill, Jr.

LIBERAL ARTS

James Greer Babb, Jr.
John Earl Ballard
Charles Graves Couch, Jr.
Guilford Earl Furr
Dorothy Lyles McAllister
Frances Marlene McLester
Elizabeth Ann McRorie
David Lawrence Mincey
Joseph Lee Pickard
Julia McManus Spurrier
Sara Louise Taylor

ENGINEERING

Jon Michael Bass
Dewitt Talmadge Brown, Jr.
Roy Pearson Burris, Jr.
Arthur Campbell Farris
Floyd Ray Felmet
David Alton Finger, Jr.
Charles Herbert Gill
Kenneth Maurice Hancock
Edward Carlos Hudson, Jr.
Thomas Howard Huskins
David Ellsworth Johnson
Julian Oglethorpe McCathern
Robert Eugene McCathern, Jr.
Richard Douglas Matthews
William Harrower Mill, II.
Bradford Donald Mills
Jerry Wayne Owens
Andrew Constantine Pappamihiel
Hazel Von Stokes
William Deaton Wagner
Jacob Lightsey Wallace, Jr.
Ronald Carl Watts
Filmore Leigh Winslow
Douglas Reid Yike

PRE-MEDICINE

James Perry Collins
Ronald Eugene Roberts

PRE-DENTAL

Claude Harris Herndon

BUSINESS ADMINISTRATION AND ACCOUNTING (Terminal)

Earl Neal Wike

DISTRIBUTION (Terminal)

Richard Jerome Gaudet
David William Hoyle, Jr.
Clifford McLean, Jr.
Joe Edward Steele

SOPHOMORES, 1957-1958

Alexander, Grady Dalton
Alexander, James Bigham
Alexander, Robert Spurgeon
Allen, Bruce Bozarth, Jr.
Ballard, John Earl
Bass, Jon Michael
Beaty, Thomas Heron
Bell, James Addison
Biles, Paul Everette
Birmingham, Melton Smith, Jr.
Blackwelder, Theo Clois
Bondurant, William Warren
Boone, James Leroy
Braswell, Lorenzo Bruner, Jr.,
Brown, Dewit Talmadge, Jr.
Brown, Harold Irvin
Brown, Leighton Pegram
Burris, Roy Pearson, Jr.
Byrd, Henry Carson
Cato, James Thomas
Clayton, William Wesley
Collins, Fred Davis, Jr.
Collins, James Perry
Cornwell, Richard Guy
Couch, Charles Graves, Jr.
Cowhig, Joe William
Craig, John Wylie
Crockett, John Wayne
Currie, Avery Madison
Davis, Jimmy Lee
Drye, Howard Gladston
Dunn, David Oscar
Eagle, Vickey Reece
Falkenberg, Robert Carl
Farris, Arthur Campbell
Felmet, Floyd Ray
Ferris, Walter Clayton
Finger, David Alton
Fisher, Larry Alonzo
Freeman, James Louis
Furr, Guilford Earl
Garmon, Albert Jerome
Garmon, David Edward
Garner, James Franklin
Gaudet, Richard Jerome
Glover, George Douglas
Gregg, Dennis Leon
Griffin, Frank Davis
Griffin, Thomas Edward
Hallas, William
Hancock, Kenneth Maurice
Hardy, Henry C.
Harmer, David Charles
Haynes, Bobby Gene
Helms, Conrad Claude, Jr.
Helms, Gerald Clyde
Helms, Jack Donald
Herndon, Claude Harris
Hice, Clyde Davis
Hicks, James Rodney
Hill, William Martin
Hinson, Mary Gayla
Holder, Rufus Ernest
Hoover, William David
Hough, Alfred Leroy
Howell, James Franklin
Howell, Leonard Maxwell
Hoyle, David William, Jr.
Hudson, Edward Carlos
Huskins, Thomas
Johnson, David Ellsworth
Johnson, William Jay
Johnston, Frederick Ross
Kellams, Harold Donald
Kendrick, Roger William
Kiser, Sidney Caldwell
Lannin, John Metts
Lee, Robert Franklin
Lowman, Frank Earl
Lyles, Richard Arlen
Lynch, Fulton Lee, Jr.
Lynch, Lowell Albert
McAllister, Dorothy Lyles
McCathern, Julian Oglethorpe
McCathern, Robert Eugene, Jr.
McLean, Clifford, Jr.
McLester, Frances Marlene
McRorie, Elizabeth Ann
Matthews, Richard Douglas
Meade, Ransom Snyder, II
Meek, Jack Irwin
Mill, William Harrower, II
Miller, Tommy Carl
Mills, Bradford Donald
Mincey, David Lawrence
Mincey, Robert Winfred
Moser, Billy Joe
Moss, Dyer Spring, Jr.
Owens, Jerry Wayne
Pappamihiel, Andrew Constantine
Patton, Paul Edwin
Peele, Paul Franklin
Pickard, Joseph Lee
Poole, William Knight
Powell, Larry Gordon
Presnell, Jackson Tysor
Pressley, Robert Alexander
Pressman, Alan Edward
Proctor, John Sherrill, Jr.
Purcell, Downey Carter
Reddeck, Thomas Joseph, III
Reynolds, Bobby Ed
Rippy, Ted Dixon
Roberts, Ronald Eugene

SOPHOMORES, 1957-1958

Rochelle, Dennis E., Jr.
Russell, David Edward
Saxon, David Oliver
Schrader, Robert Emanuel
Shields, William Job
Shumate, James Ronald
Sims, David King
Sinkoe, Morris Benjamin
Spurrier, Julia McManus
Staton, Robert Harley, Jr.
Steele, Joe Edward
Stokes, Hazel Von
Taylor, Sara Louise
Thomas, Susan Carolyn
Thornhill, Archibald James, Jr.
Vestal, Walter Willis
Wagner, William Deaton
Wallace, Jacob Lightsey, Jr.
Wallace, John Wilse
Warner, Sidney Brian
Watts, Ronald Carl
Wellmon, Sylvia Ann
Wentz, Earl Albert
Whitener, Daniel Clary
Wike, Earl Neal
Williams, James Larry
Wilson, David Ross
Wilson, Terry Scott
Winslow, Filmore Leigh
Woods, Edward Lafayette
Yike, Douglas Reid

FRESHMEN, 1957-1958

Abernathy, John Edward
Abernathy, Larry Grier
Abernathy, Robert Donald
Adams, Reginald Lee
Adkins, James Reid
Alexander, William Joel
Allen, Donald Ray
Allen, Glenn Cornell
Allen, Harold Dwight
Allen, Robert Miller
Anderson, John Warner
Arant, Larry Clenton
Ashley, James Bradford
Austin, Donald Wayne
Bakis, Demetrios Angel
Balentine, Syble Lee
Barber, Richard Lee
Barnes, Myron Lowell
Barnes, Thomas Chaunce
Barnette, Richard McCoy
Bass, Thad Bernard
Baucom, Robert Franklin
Baucom, Thomas Francis
Baxter, Donald Lee
Beaver, Jack Martin
Bell, Gary Lynn
Benton, Hascel Ray
Berryhill, Jack Newcomb
Berryhill, Robert William
Best, Edward Leroy
Biles, Patricia Wellmon
Biltcliffe, Edwin, III
Birmingham, Thomas Covington
Bishara, Essa James
Bivens, Roy Emmette
Black, John Lester
Black, Larry Edward
Blakley, Phillip Mack
Blanton, Edgar Avon
Bohannon, David Louis, Jr.
Bolick, Albert Medlin
Booth, Samuel William
Bowden, Fred Lewis
Boyd, Rufus Frank
Bradley, Earl Morrison
Brady, William Christopher
Brantley, Charles Eugene
Brawley, Victor Arthur
Brickell, Richard Mosley
Bridges, Robert Louis
Brinkley, Homer Edwin
Britt, Daniel Thomas
Bronsink, Robert
Brooks, Gene Adam
Brooks, William Cleveland
Brooks, Olin Eugene
Brown, Gerald Lee
Brown, James Edward
Brown, Thomas Forest
Brown, Walter Von
Bruff, Hoyle James
Buchanan, Clyde Henry
Bullard, Kenneth Reid
Bullock, Lillian Earle
Bullock, William Robert, Jr.
Burns, Charles William, Jr.
Bush, Danny Edward
Butler, Stuart Watson
Byers, Lorna Jean
Bynum, James Blair
Cadieu, Eugene Myers
Calvert, William Purdy
Calvin, Richard Lee
Cann, William Everett
Carpenter, Winsor Eugene
Carriker, William Ray
Cartee, Walter Lee
Carter, Donald Lee
Carter, Jack Edward
Cashion, Philip Doyle
Cheney, Charles Vincent
Chesser, Dean Franklin
Clark, Richard Brown
Clifford, John Wells
Cobb, William Joseph
Cochrane, William Porter
Collins, Francis Wiley
Collins, Franklin Leroy
Connell, Michael Davis
Conner, William Franklin
Connolly, Albert Raymond
Cook, Edward Thomas
Correll, Emma Jane
Crawford, Thomas Brice
Crenshaw, James Lewis
Crook, David Lawrence
Crowley, William Smith
Crump, Hugh Gordon
Cruse, Charles Leslie
Culp, James Edward, Jr.
Cunningham, Charles Emory
Dale, Daniel Washburn
Daly, Charles Francis
Davis, James Alexander
Deadmon, Charles Maxwell
Deaton, Larry Baxter
Dellinger, Joe Billy
Dellinger, Sandra Lane
Dover, Carl Benjamin
Drake, Herbert F.
Drinkard, David Scott
Drum, Dewey Lee
Dulaney, William Davis, Jr.
Dulin, Larry Lucian
Duncan, Charles Beam
Earnhardt, Lloyd Douglas

FRESHMEN, 1957-1958

Earnhardt, Richard Maurice
Earnhardt, Thurman Oscar
Eaton, Loyd Calloway, III
Ellis, Franklin Delano
Ellison, Mary Louise
Elmore, Richard Alan
Emmerke, Charles Robert
Epley, Joe Sidney
Erhart, William Stacy
Erwin, Esther Rose
Farris, Alice Jane
Farris, Charles Jackson
Featherstone, Ernest Harold
Ferrell, Kenneth Jerry
Firestone, Steven Alan
Fisher, James Crowell, Jr.
Fisher, Margaret Pearl
Fitzgerald, Bernice Hubert, Jr.
Fitzpatrick, Thomas Raymond
Flowers, Ernest Edward, Jr.
Fox, Ransom Cloud, Jr.
Francis, Arthur Virgil
Frantz, Edward Paul
Freeland, Alan Alexander
Freeman, George William
Freeman, Robert Forrest
Freeze, Max Clinton
Fuller, Richard Vernon
Furr, Michael Wilson
Gallant, Charles William, Jr.
Gathings, Robert Milton
Gerrard, James Gerald
Giles, Noah Yates
Gillespie, Jerry Grant
Glass, Kenneth Ross
Glenn, Walter Whitworth
Goodson, Kenneth Algernon
Gosnell, John Claude, Jr.
Goss, Hal Dermont
Grass, M. W., Jr.
Gray, Barry Keith
Greenwell, Leland Eugene
Grindle, Howard Eugene
Grubbs, Robert James
Gruber, Jerry Andrew
Gudger, Joseph Whitson, Jr.
Guest, Wade Dewey, Jr.
Gulley, James Monroe
Gunter, Samuel Earl
Hailey, Howard Lee
Hallman, Gordy Bernard
Hammett, Howard Powell, Jr.
Hammill, Cheves Ligon
Hammons, Charles William
Hamor, John Morton
Haney, Joe Frank
Hardison, Joseph W.
Harris, James Edward
Harris, Tony Carl
Haskin, Herbert Winslow
Hawkins, Harry McAden
Helms, Charlie Lee
Helms, Eric Timothy
Helms, John Franklin
Helms, Lucille Wilson
Henderson, Richard Terrence, Jr.
Hendrix, Robert Franklin
Henry, Ralph Bowman
Herrin, Albert Franklin, Jr.
Hildreth, Claude Melvin
Hill, Margaret Patricia
Hince, Francis Anthony
Hite, Grear Shirlock
Holland, Robert Edward
Hollar, Dennis Alex
Hopping, John Gregory
Horne, Hubert Allan, Jr.
Horne, Monty Bryan
Hoyle, Walter Edward
Huckabee, James William
Hucks, Charles Calvin
Huddleston, Robert Randolph
Hudman, Nita Rochell
Hudock, Richard John
Hudson, Blake Palmer
Hunter, James Franklin
Hurtt, James L., Jr.
James, Esca Alton
Janes, William Wendell
Jarrell, Annabelle
Jetton, Roger Aaron
Johnson, Betty Jane
Johnston, Harry Lee
Jones, Burnice Grady
Jones, Garland Lewis
Jones, Murle B.
Jones, Wayne Charlesworth
Jordan, Claude Richard
Kaleel, David Alan
Karras, Tom Nick
Keever, Walter Bynum
Kendrick, Jake Edward
Kenimer, Wayne Lee
Kerns, Joe Parks, Jr.,
Key, Edwin Scott
Killough, George Gladstone
Kimbrell, Billy Joe
King, Joseph Eugene
King, William Radford
Kirby, Jack McPhail
Kirby, John McKinley
Kirkley, Charles Paul
Kiser, William Henry
Koon, Herbert Edgar
Lambeth, Lloyd Matthew
Lamkin, Ronald Wade

FRESHMEN, 1957-1958

La Roach, James Russell
Lau, Fred Otto
Laughter, Franklin D.
Laye, Donald Franklin
Leonard, George Peter
Leventis, Andrew James
Leza, Nora
Linder, Dan Franklin
Litaker, Glen Olen
Litaker, Van Eugene
Little, Charles Bolin
Little, David Nixon
Little, Homer Glenn
Little, Hoyle Eugene
Little, Roscoe Lewis
Little, Wayne Arthur
Little, William Harold, Jr.
London, Jack Andrew
Long, Harold Lee
Long, Olin Randall
Long, Ralph Dennis
Love, Ray Nesbitt
Loveless, Geraldine Shinn
Lowe, Billy Lee
Lowtharpe, Ralph Delmar
McAnulty, Douglas Deland
McCain, Gary Clifton
McCall, Lawrence Julius
McClain, James Harold
McCleary, William Patrick
McCrea, Charles Anthony
McEntire, Albert Osborn
McKee, William David
McLaughlin, Robert Theodore
McLaurin, Charles Thomas
McLean, Lathan Gilmer
McManus, John Paul
McMillan, Donald Francis
McMillan, Jack Harrington
McPhatter, Patrick Wayne
McRorie, Peggy Carriker
Mahaffee, Frances Marie
Mahaffee, James Steadman, Jr.
Martin, John Wiley
Martin, Ronald Weldon
Massey, Jerry Pearson
Massey, Vonette Abbie
Matheson, Everette Neil
Matthews, John Moses, Jr.
Matthews, Judith Ann
Maydanis, Kanela Andrew
Meacham, Theodore Delno
Miller, Richard Maurice
Mills, Bobby Gene
Millsaps, Harold Gilbert
Mims, Herman Dewitt
Montague, David Owen
Moore, George Henry
Moore, Martha Louise
Moore, Sarah Elizabeth
Morris, Robert Ellis
Morris, William Rufus
Morris, Zeb Alexander, III
Morton, Clarence Register
Mullaney, David Sykes
Mullis, Kenneth Wayne
Nail, Richard Duke
Nance, Gene Ivey
Needham, Carl Reginald
Norman, James Ratcliffe
Nuckolls, Thomas Jeremiah
Nussman, Bruce Love
Ogden, Charles Howard
Owens, William Maurice, Jr.
Palmer, Aubrey Lomax
Palmer, Roger Edward
Parker, John William
Parker, Roy Lynn
Parris, Raymond Griffith
Patrick, Bruce LaVal
Paulin, Robert James
Penny, Mark Thomas
Pentes, Jack Michael
Peralta, Hugo Efrain
Peterson, Bernard
Petty, Charles Emory, Jr.
Petty, Maxwell Eugene
Phillips, Raymond Woodrow
Phillips, William Franklin, Jr.
Pigg, Stephen Wayne
Poole, William Davis
Pope, Rickey James
Poplin, Jerry Melvin
Powell, David William
Prevatte, Ernest Marrilynne
Pridgen, Richard Lee
Purser, Robert Gene
Quillen, Laurin Elbert
Quinn, Amy Jewel
Randall, Kenneth Russell
Ray, Ronald Ross
Raynes, Joseph Marion
Reed, Joseph Warren
Richards, Ben Everett
Richardson, John Curtis
Riley, William Louis
Ritch, Fred Wade
Robertson, Charles Edwin
Robertson, Robert Glenn
Robeson, Howard William
Rozzelle, A. Janet
Rowell, Edwin Belk
Rust, Vaughn Joel
Rutledge, Thomas Wilson
Schachner, Paul Godfrey, Jr.
Schermer, Floyd Carl, Jr.

FRESHMEN, 1957-1958

Schubert, Linda Lou
Scott, Edwin Robinson, Jr.
Scruggs, Harold Dean
Secker, Daniel Fishburne
Secrest, Barbara Lee
Secrest, Claude Davis
Self, James Marion
Sherrill, Don Wayne
Short, Anthony Leo
Short, Robert Wayne
Simendinger, Richard Frederick
Simon, John Flynn
Simpson, Taliaferro Strother, III
Simpson, William Dean
Sims, William Calvin
Sinclair, James Donald
Skaff, Fred
Smith, Ben Wofford
Smith, David Frank
Smith, Miller Willis
Smith, Nicholas Arthur
Smith, Richard Lamar
Smith, Robert Hathaway
Smith, William Alexander
Stassinos, Evagelos Starvros
Steele, Steve Arthur
Steen, Robert Buise
Stewart, Floyd Grant
Stout, Fred Lee
Strawn, Donald Richard
Summerlin, Vance Sherrill, Jr.
Taylor, Leslie Everette
Teeter, James Cecil
Thomas, Carl Howard, Jr.
Thomas, Robert Joseph
Thomason, John Stephen, Jr.
Thompson, Davis Leon
Thompson, Grady Odell
Thompson, William Ulysses
Thornton, Mary Jorn
Trexler, Bernard Rudolph
Trexler, John Walter
Truax, David Muir
Trull, David Cyrus
Tucker, James Thomas, Jr.
Vanderburg, Archie Clayton
Vann, Horace Robert
Vaughn, John Correll
Velletri, William Joseph
Vogel, Richard Edward
Walker, William Kent
Wallace, Robert Lee
Watson, Harrison Bradford
Watts, Manning Edward
Webb, William Eugene
Weir, James Crowder
Welch, Charles Douglas
Welch, Charlotte Ellis
Wellmon, Wayne Kenneth
Wells, Edward Deroy, Jr.
Wentz, Amzie Reid
West, Tommy Bradford
White, Frank Floyd, Jr.
White, Robert Andrew
Whitley, Kenneth McDonald
Wilkinson, Terry Eugene
Williams, Clem Douglas, Jr.
Williams, Donald Durham
Williams, Enoch Roland
Williams, Eudelle Lloyd
Williams, Jerry Michael
Williamson, Beverly Day, Jr.
Wilson, Kenneth Eugene
Wilson, Robert Edwin, Jr.
Winchester, Albert Douglas
Wyatt, Charles Bogard
Yett, Harry Charles
Young, Edwin Thomas
Young, Ernest Lester
Young, Loretta Ann
Youngblood, John Frank
Zuk, Frank

UNCLASSIFIED COLLEGE GRADE

1957-1958

Burke, James Franklin
Campbell, Jimmy Ray
Carroll, Thurston Davis
Cupples, Mildred Morris
Davenport, Bennett Gibson
Driscoll, Richard H.
Elrod, Stanley Ridgeway, Jr.
Folsom, Herbert Andrew
Hawn, Kenneth Lee
Hendley, William Harold
Hinson, Herman Charles, Jr.
Jones, Howard Wayne
Kendrick, Thomas Dickson
King, Bettie Joyce
Linderman, Amaryllis Vaughn
McGoogan, Duncan Lee
McLeod, Nalle Tennant
Melton, Roy Jones
Miller, Boyce Edward
Morris, Jackie Norman
Morris, Marshall Gene
Niemer, Stanford Elscamp
Painter, Donald Andrew
Parker, Charles Harold
Parker, Patrick Newton
Phillips, Nancy Ann
Roberts, Alfred Leslie
Salter, Billy Taylor
Schwartz, Harold
Sloop, Kenneth Mitchell
Smith, Charles William
Winder, William Tucker

SUMMARY OF STUDENT ENROLLMENT FOR 1957-1958

Sophomores		145
Freshmen		430
Unclassified College Grade		50
Auditors		16
Summer Session		237
Adult Education		276
Adult Reading Improvement	32	
Adjusters' Course for Fire and Casualty Claims	57	
Management Problems in the Operation of a Business	47	
Review Class for North Carolina Engineering Registration Examination	140	
	276	
Total Enrollment		1154

HONORS AND AWARDS 1957-1958

ALTRUSA AWARD

George Gladstone Killough

BILL MITCHELL AWARDS

Jon Michael Bass
James Franklin Garner

BONNIE E. CONE AWARD

Richard Vernon Fuller

CHARLOTTE ASSOCIATION OF INSURANCE WOMEN'S AWARD

Margaret Pearl Fisher

CHARLOTE PANHELLENIC CONGRESS AWARD

Sarah Elizabeth Moore

CHEMISTRY ACHIEVEMENT AWARD

John McKinley Kirby

COMMENCEMENT MARSHALS

Richard Vernon Fuller, Chief Marshal
Charles Leslie Cruse
Wayne Lee Kenimer
John McKinley Kirby
Roger Edward Palmer
Robert Glenn Robertson

DAUGHTERS OF THE AMERICAN REVOLUTION AWARD

George Gladstone Killough

FIDELIS CLASS AWARDS

Filmore Leigh Winslow
David Nixon Little

LEGAL AUXILIARY SCHOLARSHIP

James Larry Williams

MATHEMATICS ACHIEVEMENT AWARD

Richard Vernon Fuller

PHYSICS ACHIEVEMENT AWARD

William Hallas

PROFESSIONAL ENGINEERS' AWARDS

Roger William Palmer
John McKinley Kirby

SIGMA LAMBDA CHI AWARD

Charles Douglas Simpson

SIGMA TAU SIGMA–SUMMA CUM LAUDE AWARD CERTIFICATES

Claude Harris Herndon
James Rodney Hicks
William David Hoover

DEPARTMENTAL AWARD IN SOCIAL STUDIES

James Rodney Hicks

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